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PPLEMENT TO BULLETIN OF OHIO WESLEYAN UNIVERSITY

. I. MAY, 1902. NO. 2.

Ohio Wesleyan University
School of Business

This volume is bound without ______

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SUPPLEMENT TO BULLETIN OF OHIO WESLEYAN UNIVERSITY

Vol. I. May, 1902. No. 2.

Ohio Wesleyan University
School of Business

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CATALOGUE

OF THE

Ohio Wesleyan University

School of Business.

Established 1884 and Re-organized 1895,
by the Present Management.

A Catalogue which posts you on SUPERIOR ADVANTAGES
deserves careful reading.

The SCHOOL which SAVES YOU MONEY deserves
your patronage.

ELLIOTT HALL,

UNIVERSITY CAMPUS,

DELAWARE, OHIO.

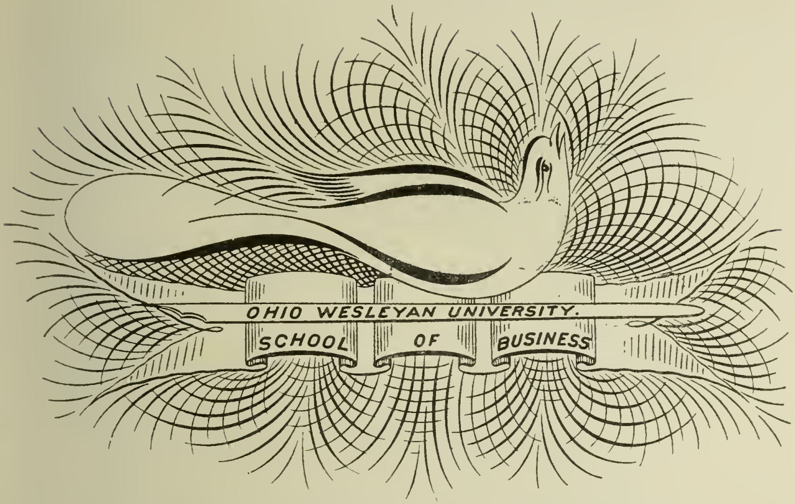
L. L. HUDSON, A. M., Principal.

DELAWARE, OHIO,
Published by the University.
1902.

Self-Reliance, Industry and Integrity are the Grand Masters of the World.

A CORNER OF THE PRIVATE OFFICE OF THE PRINCIPAL.

Put all things in writing that thou givest out or receivest in.—Eccl. xiii., 7.



HISTORY, PROGRESS AND ADVANTAGES.

The History of the Ohio Wesleyan School of Business may be briefly outlined as follows: The Department was established eighteen years ago to enable young men and women to secure a practical and thorough business training in a Christian College. Despite the fact that the school was started as an experiment, with insufficient equipment and with college students chiefly as instructors, the introduction of college standards and the thoroughness of instruction given, made the Department a success from the beginning. This led the Trustees of the University to decide, in 1895, to effect an *organization upon a broader basis.*

The plans were inaugurated by fitting up five rooms in Elliott Hall and equipping a large room in University Hall for the exclusive use of the School of Business. The Trustees felt that the early success of the Department warranted, and the future success of the school demanded, the employment of experienced teachers, familiar with the latest methods of business colleges and of large practical knowledge as well as high scholastic attainments.

The results of their deliberations and plans placed the school under the present organization. The success of this reorganization has exceeded the greatest expectations. Each college term of each year has witnessed a greater increase of attendance over the corresponding period since the first organization.

The present efficiency and rapid increasing prosperity of this School is not only due to its present corps of excellent instructors, but to the plan of connecting a *School of Business with a University*, thereby giving its patrons the benefit of all the advantages and many equipments provided by a great University for the convenience and comfort of its pupils.

The great need of business education is recognized by all. Every enterprising young person can devote to preparation for life the time to complete such a course. The chief difficulty is the expense. Private Business Colleges must depend upon the tuition collected for their support, which is not the case with an *endowed institution.* In large cities, where private schools are generally located, living expenses are not only high but many other channels are open for the needless expenditure of money; while in Delaware, Ohio, living expenses are comparatively low.

The Ohio Wesleyan University School of Business is not to be compared with the business colleges scattered throughout the country; it is established *on a broader, higher field for its sphere of action*, and it is rapidly being recognized as the leading School of Business in the Middle and Western States.

He that mindeth not his own business shall never be trusted with mine.

ELLIOTT HALL, where the School of Business is located,—Gymnasium to the left.

FACULTY AND INSTRUCTORS.

REV. JAMES W. BASHFORD, D. D., Ph. D., President.

LYCURGUS L. HUDSON, A. M., Principal.

Expert Accountant, Lecturer on the Science of Accounts, Business Customs, and Instructor in Bookkeeping, Banking and Business Practice.

FLORENCE B. ARMSTRONG,

Shorthand, Typewriting and Correspondence.

GLYNDON W. ROBERTS,

Business and Ornamental Penmanship, Engrossing and Automatic Lettering.

FAYETTE H. McDONOUGH,

Commercial Law and Commercial Arithmetic.

Assistant Instructor in Penmanship.

PAUL A. HOLLAND,

Telegraphy.

All pupils taking English studies will have the following instructors of the Literary and Normal Courses in the University :

GRACE McMULLEN, A. B.,

Tutor in English.

EVELYN M. ALBRIGHT, A. B.,

Rhetoric and English Literature.

FLORENCE McDOWELL, A. B.,

Assistant in English.

What sculpture is to the block of marble, education is to the mind.

TO THE PATRONIZING PUBLIC.

IN issuing this Catalogue of the Ohio Wesleyan University School of Business, we desire to set forth the advantages offered by a well organized business department attached to a university. That the superior merits and facilities which the School has offered in the past are appreciated by a discerning and intelligent public, is manifested by the increased number of young men and women who from year to year have availed themselves of these advantages.

The direct aim of the work is, viz: to give both sexes *a practical education for business pursuits*; to give persons of moderate means such opportunities as will enable them to prepare for a life work and become equipped with a business education; to do thorough work in the shortest time and at the *least expense*; to assist our worthy graduates in obtaining good paying positions. We aim to have results brought about as quickly as possible and without waste of time; we desire that our pupils master useful studies which will equip and stimulate them to enter upon and successfully pursue some profitable industry with a single, intense purpose.

Colleges and universities are awakening to the fact that, in addition to a classical and scientific education, a thorough business training is essential in order that their graduates may be equipped to engage either in an active business life or a scientific or literary vocation.

A business course stimulates energy and self-reliance and starts young men on a safe road to success.

At no time in the history of our nation have the necessities been so great for such a course of study. The Ohio Wesleyan University School of Business was instituted to meet these necessities.

Alive to the interests of our patrons, we propose to make our College *a home of comfort and enjoyment for our pupils* and a Department *second to none* for obtaining a practical business education. Each of the subdepartments is under the supervision of an *experienced* and *expert teacher.* Knowing that vigorous action always wins, we are satisfied with nothing short of energetic and persistent work for and with all pupils entrusted to our care. We are laboring earnestly in the interest of an education that will promote the general welfare and progress of our nation. Deeply grateful for the unqualified recommendation of our efforts in the past on the part of our graduates, and feeling that our success is, in a large measure, due to their efforts, we invite a careful and *unprejudiced examination* of the School in all its appointments, and submit *its claims and advantages* for further support.

Learn something useful and do not scatter your powers.

COURSES OF STUDY.

I.

BUSINESS COURSE.

(THEORETICAL.)

Bookkeeping, single and double entry ; Plain Business Penmanship, Business and Legal Forms, General Correspondence, Rapid Calculations, Commercial Law, Commercial Arithmetic.

(PRACTICAL.)

Actual Business Practice and Office Work, Wholesaling, Retailing, Business Papers, Commission, Joint Stock Companies, Manufacturing, Banking, Spelling.

II.

SHORTHAND AND TYPEWRITING COURSE.

The Eclectic System of Shorthand, Typewriting on Smith Premier and Remington Machines, Penmanship, Office Training, Business Correspondence, Dictation, Spelling.

III.

ORNAMENTAL PENMANSHIP, ENGROSSING AND LETTERING COURSE.

Ornamental Penmanship, Flourished Birds and Animals, Flourished Capitals, Scrolls, Plain Business Writing, Combination Capitals, Italics, Engrossing and all kinds of Lettering, Theory of Teaching Penmanship.

IV.

TELEGRAPHY COURSE.

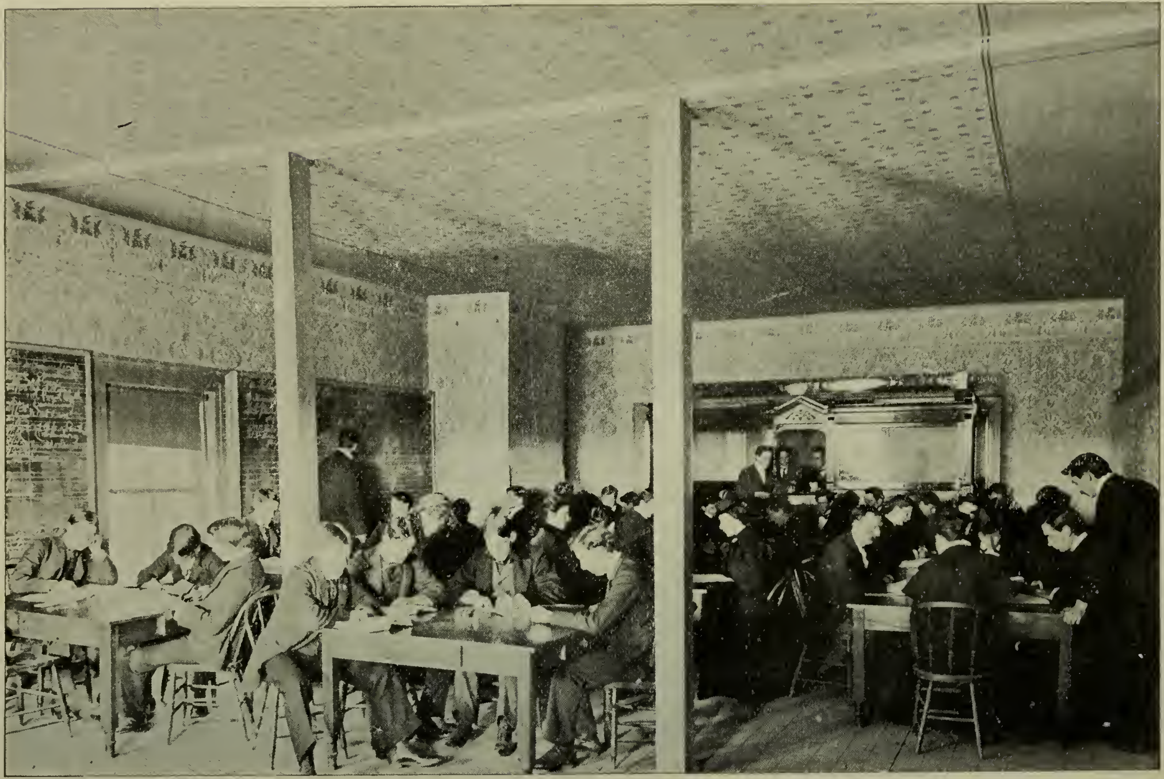
Telegraphy, Rapid Business Penmanship, Preparation of Chemicals, Use of Switchboard, Railroad Correspondence, Care of Instruments, Etc.

V.

ENGLISH COURSE.

Grammar, Arithmetic, Rhetoric, Composition, History, English Literature, Algebra, Geometry.

He that thinks his business below him will always be above his business.



A CLASS IN THEORETICAL BOOKKEEPING.

A wise man tries to shine in himself, a fool to outshine others.

DEPARTMENT OF Bookkeeping

WE take pleasure in announcing the unprecedented success of the *practical and new method* of teaching theoretical Bookkeeping, under the authorship of the Principal of the School of Business.

By this method of bookkeeping we are enabled to illustrate the entries required from transactions which actually occur in the business world, by means of illustrations from blackboards. The point aimed at, from the first lesson, is to lay a deep foundation for the art and to build thereon the structure of a complete master of the same. From the first individual instruction, combined with blackboard illustrations, is adopted.

All through the course the pupil is tested in all the principles, through every variety of forms used in their application to business of every kind. Among the many kinds of business represented by a complete set of books (which is opened, journalized, and properly closed, including a statement of results) are grocery, lumber, implement, commission, corporation, banking, etc., etc. A complete set of corporation books is opened, stock subscriptions are taken, capital stock is paid for on different dates, first mortgage bonds are issued and a part of them sold, and other various intricate transactions connected with a corporation set of books are given in such a manner as to perfectly familiarize the pupils with this important branch of bookkeeping.

Students are graded and promoted according to their attainments, and at the completion of their work are required to pass a satisfactory examination before a certificate is granted.

The Blackboard System of Bookkeeping.

It has been our special desire to adopt and develop the best system of *actual business education.* Learners beginning the study of the old systems of accounts soon become *weary of studying sets from text-books.* The statistics of the so-called leading business colleges show that *only one out of ten* who enters such institutions completes the course. We teach the *theory of accounts exclusively from illustrations on black-*

boards, and give business experience from the beginning. By this system the labor of learning decreases, and the time for completing the course is shortened fully one-half.

The course of instruction is systematically graded, commencing with the *most simple* transactions and advancing *step by step* to the most *elaborate* and *intricate transactions* known in business. Thoroughness and proficiency are the goals at which we aim.

Clear definitions, *practical illustrations*, and *modern methods* are the central ideas upon which the course is based. The student is immediately started to journalizing by double entry. The sets are taught and studied in their entirety, as transactions of a brief business, so that a connected view may be obtained in the opening of books, the journalizing, and closing of accounts, thereby exhibiting the relation of one business transaction to another and thereby thoroughly comprehended.

Actual Business Practice.

It is not to be denied that there are many temptations to overestimate the advantages and results of what is familiarly styled *actual business from the beginning*, in business colleges. It is true that an honest effort to bring a theoretical knowledge of business training to the tests of practice must result in an advantage to the pupil, yet it is possible to perpetrate a great amount of clap-trap through the aid of a beautiful presentment of good carpenter work, in the erection of banks, emporiums, railroad, insurance and post-offices which are of no practical value, but serve to delude unsuspecting and prospective pupils and thereby replenish the purses of business college proprietors. The value of "business practice" depends wholly upon its competency to enforce principles, to understand and to represent the real work which the students are called upon to perform; each of which is fully met when brains and honesty are combined.

All thoughtful readers well know that reading a description of how to run a locomotive will not fully enable *them* to run one. Beginners in the study of arithmetic are not taught multiplication and long division before they are taught to add and subtract. Medical students are not prepared to amputate a living human limb before they enter the dissecting room. They first study *how to proceed* and then get the actual experience. They obtain a practical knowledge by combining theory with practice, which cannot be obtained in any other way. This same law doubly applies to the teaching of bookkeeping. To undertake to teach bookkeeping entirely from theory will prove an utter failure; likewise to undertake to teach it without first giving theory will prove equally unsatisfactory.

Our department is well equipped with actual business offices. We have a College Bank, provided with college currency.

Theory as a specialty is taught first; then eight complete sets are worked out during which the offices are used, and during the last few weeks of the course pupils are required to fill the positions of a cashier, teller, bill and entry clerks, insurance agent, etc.

In all of these sets there is a resemblance of business, and as much necessity is enforced for a complete record in each transaction as though these things actually existed. *Every paper which is required in real business has its place and is carefully written and recorded in the daily work.*

The principal of this department is an acknowledged specialist in opening sets of books and adjusting confused accounts for large business houses throughout the country; hence, his instruction is based upon the best methods of modern practice in business.

The aim of the department is to throw pupils upon their own resources at the earliest possible moment, requiring of them a strict accountability for thoroughly executed work. Pupils go through the process of buying and selling different values, on various terms, receiving and shipping merchandise of all sorts, dealing with banks as depositors and writing notes, drafts, checks, orders, due bills, account sales, receipts, etc., etc.

Commercial Law.

This branch of a commercial course has always been considered an important branch of business training. Its claims and importance are not overlooked in the School of Business but enforced as fully as can be outside of a professional law school.

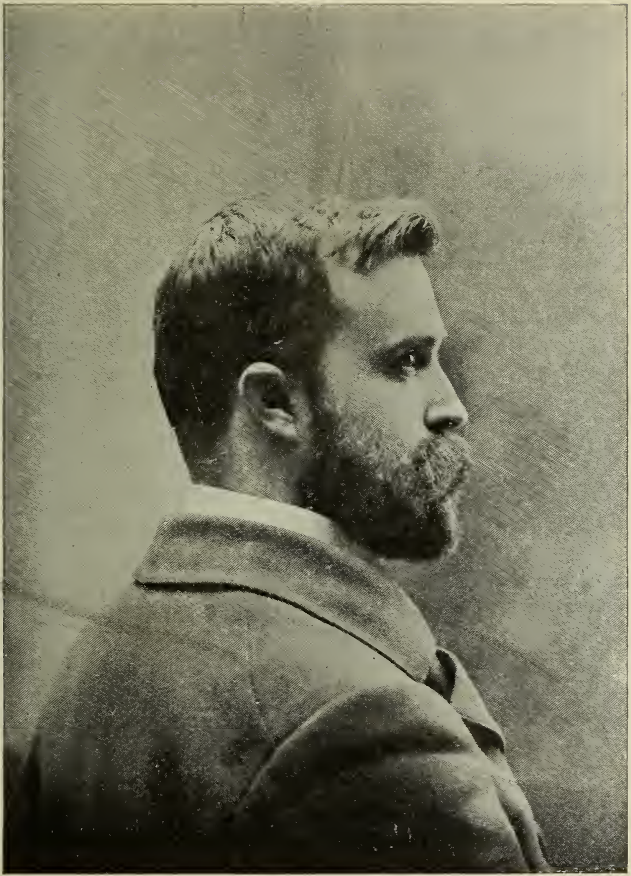
We regard Commercial Law as one of the *most important* and practical branches in the Business Course. It is pursued in connection with the other branches named in this course, with as much thoroughness and fidelity as is deemed desirable. While there is no thought to make the study professional or to lead students to suppose that they will gain sufficient knowledge to be able to conduct their own legal business, yet there is a vast amount of general knowledge to be obtained which is not only interesting and practical in itself, but will be helpful to complete the requisites of a sound business education. The main subjects pursued in this branch are Contracts, Negotiable Paper of all kinds, Partnership, Agency, Lien, Insurance, Common Carriers, Warranty, Guaranty, Copyright, and all auxiliary subjects.

Commercial Arithmetic.

Nine-tenths of all letters received by us from business men for bookkeepers, bill clerks, and office assistants require as one of the essentials that the candidate shall "write a plain business hand and be quick and accurate at figures," with a decided underscoring of the last qualification. To be quick and accurate in figures is a very desirable accomplishment, either for an accountant or a man of business. It does not necessarily follow, however, that because one is *not* quick at figures he must have a dull brain, or lack the substantial qualities of an intellectual character. It is our aim to place the successful acquisition of commercial calculations in the front rank of all requirements; and without claiming *exclusive facilities* in the matter, *we do claim* a peculiar fidelity and devotion to the study which covers all necessary business requirements. Care has been taken to adopt for this department of school work the best text-book published, being chosen because it is the standard book in the best commercial schools. Its methods and actual transactions are those which have been thoroughly tested in business; it contains information of all kinds, gathered from the highest authorities and brought down to the latest date.

Particular stress is placed upon Percentage (the basis of the majority of commercial transactions) in connection with Interest, Discount, Loss and Gain, Bank and Trade Discounts, and Partial Payments, including a thorough drill in Equation of Accounts, Accounts Current, Partnership Settlements, etc., etc.

Practical talent and industry make all things possible.



L. L. Hudson.

L. L. HUDSON, Principal, completed the Classical Course in the Ohio Wesleyan University in 1881, and then entered the famous Eastman College of Poughkeepsie, New York, and completed a full course in all branches in commercial knowledge. Since that time he has had eighteen years' successful experience as a teacher of Bookkeeping and kindred branches, and is author of two books on Bookkeeping, the last of which, recently published, entitled "Hudson's Instructor and Accountant's Hand-Book." This book is used in the School of Business. He is recognized as a practical and expert bookkeeper of decided ability. Besides having charge of the interior management of the school, he teaches all classes in bookkeeping and grades the work of all pupils before their promotion.

He who would succeed must be willing to make the attempt.

Shorthand and Typewriting.

SHORTHAND.

During the past decade a new profession has been born, developed and ushered into the commercial world; it is that of the amanuensis.

This art has received its greatest assistance in development through the invention of the typewriter. By this combination business men have discovered that much of their valuable time consumed in conducting business correspondence by means of hand and pen can be applied to other important interests in the business. Through this labor-saving method the demand for stenographers has greatly increased, and the question, "What shall we do with our girls?" has ceased to be an open question. With the introduction of Shorthand and Typewriting into the commercial world, young women have found a much wider field for the growth of their usefulness.

Great Demand for Amanuenses.

True merit and ability seldom wait long for a position as amanuensis. The call is equally as great for young men and young women who are thoroughly qualified in the use of this business art.

The demand for persons who are well skilled in this important art is world-wide. The services of stenographers are needed in the national congress, state legislature, all public assemblies, and in all regular and special committee work. In all courts of justice the stenographer is a recognized necessity, and his services are indispensable to attorneys and judges.

The business world opens a more inviting field for this class of knowledge. The stenographer and typewriter are now found in the offices of the manufacturer, merchant, and lawyer, while railroad, telegraph, and insurance companies employ an army of these useful workers. The demand daily increases for skilled labor in this industry.

The business world is creating a great demand for efficient and practical amanuenses, and no shorthand department is worthy of an existence which has not adopted practical methods combined with the best system, thus being enabled to produce graduates who are equipped with superior qualifications and thereby able to render the most satisfactory work.

We have adopted as a special line of work a plan of preparing young men and women to become experts in the valuable accomplishment of shorthand.

THE ECLECTIC SYSTEM OF SHORTHAND.

Eclectic Shorthand can be learned in a fraction of the time required by any other system, for the following reasons:

Because it is the SIMPLEST system.

Because it is the MOST FACILE system.

Because it is the MOST LEGIBLE system.

Because it is the BRIEFEST system and THE SHORTEST SHORTHAND in use.

The features of SIMPLICITY, LEGIBILITY, and BREVITY constitute ECLECTIC SHORTHAND — pre-eminently above all other systems the

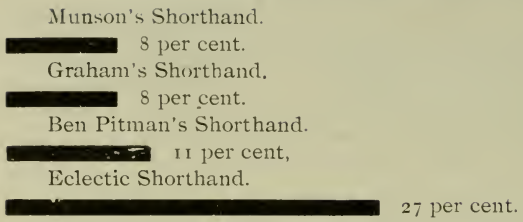
Easiest to learn.
Easiest to write.
Easiest to read, and the
Shortest and quickest Shorthand in use.

To add strength to the above assertions we have compared the writing of the Lord's Prayer by both the Pitman, Graham, Munson, Lindsley, Pernin, and Eclectic Shorthand, and we readily see the more uniform direction of the characters in the Eclectic, their easier combinations, and the fewer number of strokes, while the Eclectic writing writes more of the sounds than any of the others. The Isaac Pitman writing has 106; Graham's, 88; Munson's, 90; Lindsley's, 96; Pernin's, 93; and the Eclectic 65 strokes. Adding together the strokes of all but Eclectic, we have 475; dividing by 6 we find the average is 95, from which subtracting the strokes in the Eclectic we have 30, which is 46 per cent. of the Eclectic writing, and 31 per cent. of the average of the five.

The thousands who have learned this system believe the above statements. Many who have learned one of the older systems have recommended their friends to study the Eclectic, and many who have failed in an attempt to learn other systems have been successful in this. It is not a rehash of any previously existing system, but is purely original, making new, scientific applications of the best accepted shorthand material, hence its name ECLECTIC.

Growth of the Eclectic System.

The steady growth in public favor of the Eclectic System is well illustrated by "Circular of Information No. 2 on Shorthand Instruction and Practice," which is issued by the United States Commissioner of Education. This is an official statistical report by which the Eclectic System, although not one-quarter the age of the English systems (Pitman's and its various modifications), stands *fourth* in use in the schools of the United States in which the art is taught, and is increasing in them at the rate of 27 per cent. per annum, while the English method is increasing only at the rate of 9 per cent. per annum. The following table will illustrate our meaning:



RATE OF INCREASE.

The causes of such remarkable growth are to be found in the simplicity, the scientific adaptation to its fundamentals, the all-comprehensive writing power, and the unparalleled average brevity of its outlines, combined with the FACT that the system CAN BE MASTERED IN ONE-HALF LESS TIME than any other system.

Time Required to Learn Shorthand.

The ability and previous educational advantages of the student have much to do with the period required to learn shorthand. Pupils who have a good public school or academic education can, with persistent effort,

WHITE SULPHUR SPRING.

master the art sufficiently in two terms (20 to 24 weeks) to fill a mercantile position. No time is lost in making a thorough preparation. *Competency* is the key to the securing and retaining of lucrative positions. Only those who are deficient in energy and true grit will rest content until the highest standard is obtained.

Dictation Practice.

The Principal of this Department, Miss Armstrong, makes speed a resultant and not a primary condition, by thoroughly drilling her pupils in the principles of the art and leading them, step by step, in daily dictation until a point is reached when pupils can form dictation classes and each by turn dictates to the other members of the class.

Ample opportunity is given to shorthand pupils during the latter part of the course to act the part of an amanuensis at the lectures given from time to time in the Commercial and other departments of the University. It can be readily seen that a large amount of really practical work can thus be put upon the students and their efficiency thoroughly tested and improved.

Every student in this department is carefully criticized and trained in the proper use of language, especially as relates to spelling, punctuation, and the construction of letters. In short, with the intermingling of the two distinct Departments of Business and Shorthand each is greatly strengthened by the other and a substantial progress in practical work secured.

In fact, there is no overestimating the advantages of such intermingling. All that is necessary is that the *possibilities* be conserved to the best advantage; and this the Principal carefully looks after.

The way to wealth, if you desire it, is as plain as the road to market—FRANKLIN.

SECTIONAL VIEW OF SHORTHAND RECITATION ROOM.

If the devil catches a man idle he will set him to work.

TYPEWRITING.

It is mainly through the invention of the typewriter that the art of stenography has found a field of usefulness which was scarcely contemplated by the most enthusiastic friends of its earlier days.

Business men can find neither strength nor time to do all their writing with a pen; neither can they afford to have the correspondence done with a pen. The typewriter has come to their relief. Probably no invention of modern times has done so much to economize time, reduce expenses, and facilitate the dispatch of office business and lighten the labors of over-worked business, professional, and literary men as the typewriter. It is a valuable adjunct to the clerical worker in whatever pursuit he may be employed.

There has prevailed a great error hitherto in reference to the teaching of typewriting, and many schools are under the impression that all that is required of the operator is for him to understand the machine.

Experience and observation with us have confirmed the fact that there is as much necessity for competent instruction in typewriting as in any other part of the amanuensis' work.

This branch of the school is well equipped with the latest Smith Premier and Remington .typewriters. Instruction is given in the proper manipulation of the keyboard in order that the highest rate of speed may be obtained. Special attention is given regarding the care in handling the machine, manifolding, mimeographing, etc.

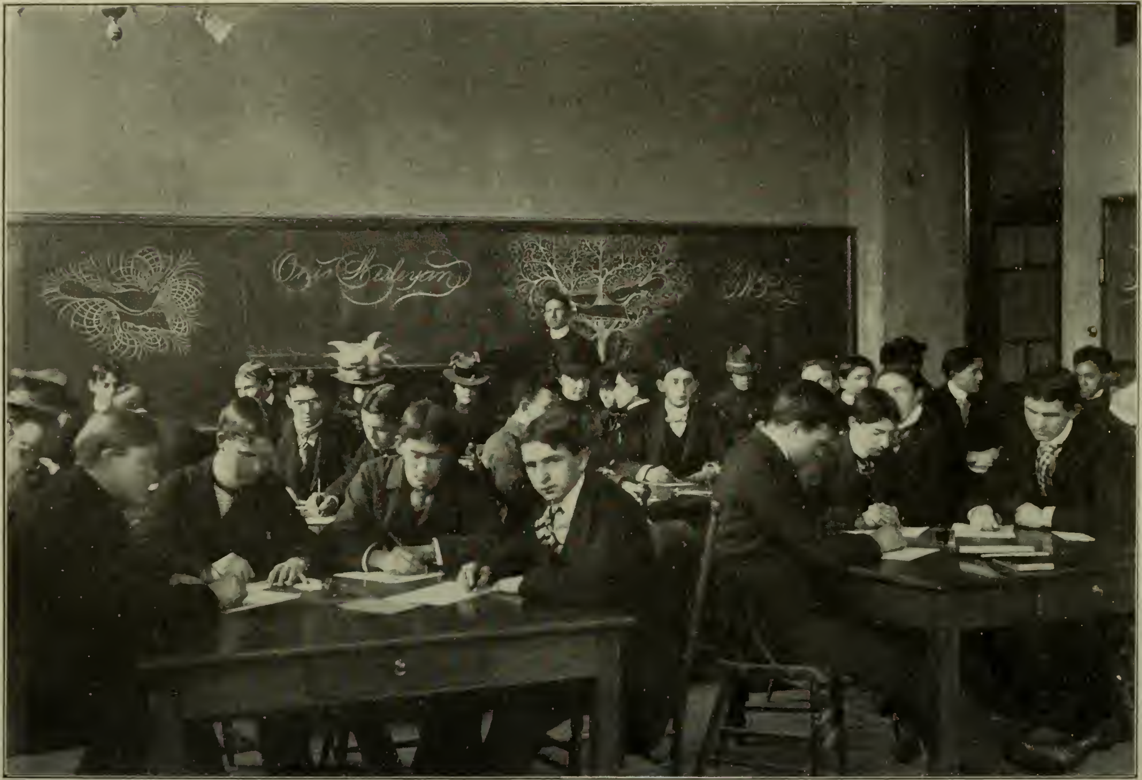
Word exercises are first taught to familiarize the learner with the keyboard, then writing from dictation for speed, the transcribing of shorthand notes, followed by the copying of law and legal forms, specifications, contracts, statements, and tabular work, etc. All work is corrected by the teacher in charge and a second copy required.

Special drill is also given in court work by dictating the evidence of famous civil trials. During the last few weeks prior to graduation, pupils are given practice in the office of the Principal in answering letters of inquiry and attending to the general correspondence.

Each typewriting student has a daily practice of one hour on the typewriter, and is thus able to secure during the course a degree of proficiency in all the requirements that will answer any reasonable demand. Special care is given to the study of correspondence in all its requirements, and especially in the proper use of words. At a prescribed degree of efficiency, the pupil is given practice in dictation on the typewriter in the same manner and for the same purpose as in shorthand.

Typewriting is a very important auxiliary to the shorthand writer, and is taught in connection with the shorthand course. Typewriting is a profession in itself, and good operators command high salaries. A complete course in typewriting is given to all pupils desiring to make it a specialty at *very low tuition rates.*

He who waits for dead men's shoes may have to go a long time barefooted.



SECTIONAL VIEW OF PENMANSHIP DEPARTMENT.

The good opinion of us begins at home.

DEPARTMENT OF Penmanship

Engrossing and Lettering.

This department is offering superior advantages, and is under the immediate supervision of an instructor of five years' successful experience.

A rapid, legible handwriting is absolutely necessary to the completion of a business or collegiate education. As an individual accomplishment it often leads to as great success as many other important attainments. All occupations in life demand *legible* and *rapid* penmanship, consequently an acquaintance with the art is very necessary.

Characteristic Features of Writing.

Writing is naturally characterized by two prominent features, viz., the theoretical and practical. A definite knowledge of form is involved in the theoretical, combined with a ready conception of the elements and various principles which enter into the construction of letters and their relative proportions and proper combinations. The practical feature is the application of certain rules and the execution of various forms, prescribed by an artistic mind and cultivated taste. In penmanship there must be a simultaneous operation of mind and muscles, and the imperfect development of one will retard the successful operation of the other.

Our mode of instruction is to give daily lectures, combined with blackboard illustrations, frequent reviews and drills, with a view that a clear knowledge shall precede training and practice.

Each student is directed in that most valuable of all means of advancement, the ability to criticize and improve his own writing. His defects are made plain to him and the means of remedy clearly shown. Under such progressive and enlightened instruction, combined with such efficient and inspiring influence and an intelligent effort at self-improvement, the student's advancement is intelligible, substantial and rapid.

Among the special features of our instruction which deserve enumeration are the maintenance of correct position, muscular movement, extensive practice for ease and uniformity, form practice for legibility, abbreviation of capitals for brevity and beauty, correct and rapid figure making. The department holds to the strict demand of the times for plain, legible, rapid business writing and does *all that can be done* to secure an excellent degree of elegance.

ORNAMENTAL PENMANSHIP AND DRAWING COURSE.

This course has for its object the successful execution of artistic penmanship, such as all forms of ornamental writing, combination of capitals, fancy card writing, flourished animal and bird drawing, and all kinds of artistic pen work.

In class drill pupils are guided by fresh pen-written copies direct from the pen of the instructor, combined with blackboard illustrations.

Such attention is given to each pupil in this course as will insure a rapid improvement in the attainment of a high grade of ornamental and artistic penmanship.

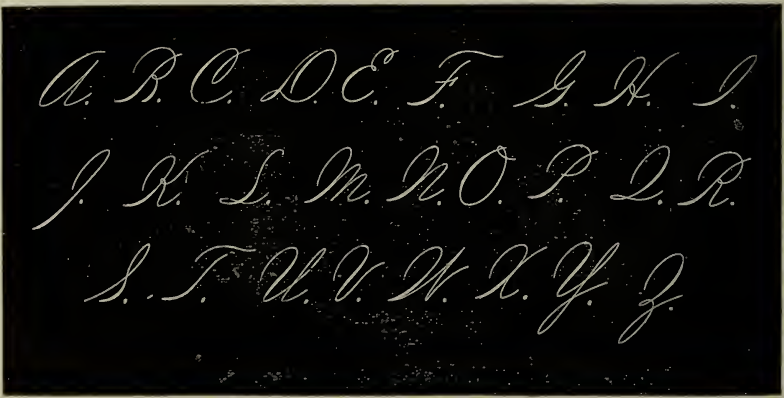
Students who master this course become available as instructors for a number of desirable positions which are constantly open in colleges, public and normal schools.

PLAIN PENMANSHIP COURSE.

This course is adapted to the wants of all pupils wishing to acquire a rapid, legible handwriting. It is given in connection with the Business Course. Flourishing in all its forms is dispensed with. Special attention is given to abbreviated capitals and to the aversion of unnecessary strokes consistent with legibility.

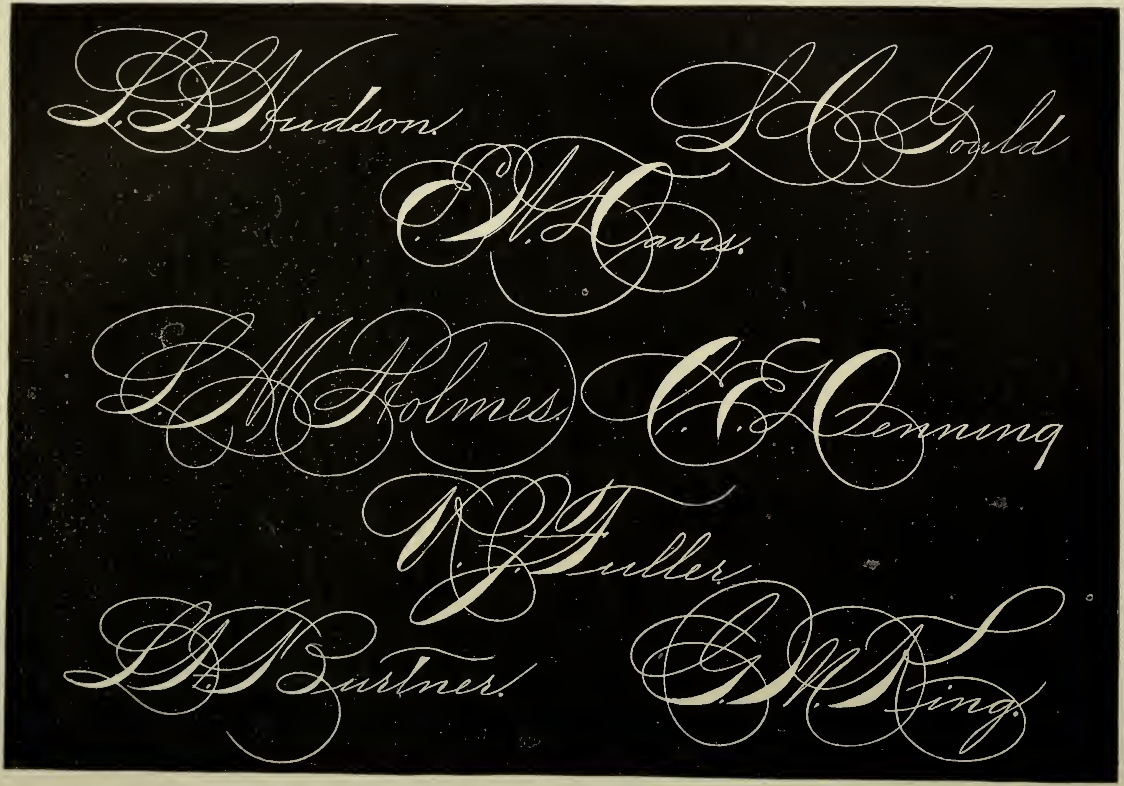
ENGROSSING AND LETTERING.

The Principal of this department has completed a special course in Engrossing and Lettering in a school especially designed to give the best instruction obtainable in this very important branch of pen art. The latest methods are given for imparting a complete knowledge of engrossing


A. B. C. D. E. F. G. H. I.
J. K. L. M. N. O. P. Q. R.
S. T. U. V. W. X. Y. Z.

BUSINESS CAPITALS.

Learning is wealth to the poor, honor to the rich, and a support and comfort to the aged.


L. L. Hudson.
L. H. Gould
E. M. Davis.
L. M. Holmes.
C. C. Denning
N. J. Fuller.
L. A. Burtner.
G. W. King.

A REPRODUCTION OF FLOURISHED SIGNATURES.

memorials, resolutions, and many designs of fancy lettering suitable for Letter Heads, Bill Heads, and Envelopes. This course should be taken by all pupils taking the Ornamental Course in Penmanship.

TEACHERS' COURSE.

A particular feature of this department is to give to all pupils who desire to teach the art, either as a vocation or as a teacher in public or private schools, an opportunity to systematically prepare themselves to impart to their pupils a practical knowledge of the principles of penmanship.

Many persons study and practice penmanship for a long time by the various systems and thoroughly acquaint themselves with all that pertains to the theory, and eventually execute beautifully the forms which they have taken so much pains to learn — yet are ignominious failures as teachers. Why? Because they are ignorant of the most successful modes of organizing and conducting classes; they are not acquainted with the correct manner of governing classes of the art; they have never reduced to language their ideas of writing, and are unused to demonstrating and explaining the art (this is true of many teachers in the sciences); they are not yet competent to teach, and to undertake it is to but partially succeed or utterly fail.

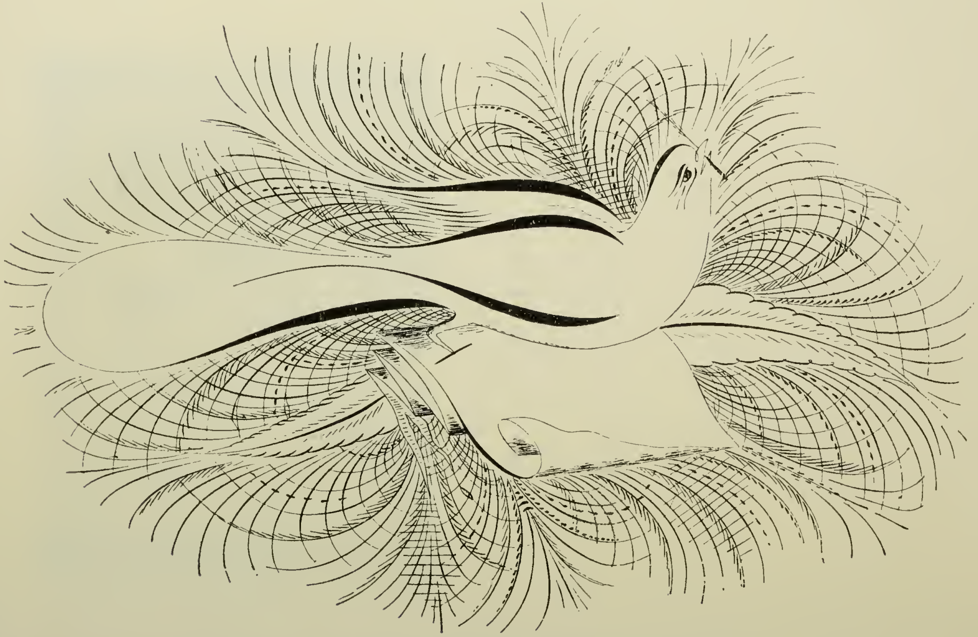
The slate blackboards lately added to the Penmanship Department are especially adapted to this branch of the course.

The course embraces such a drill and discipline as to correct all the above named deficiencies and enables the pupil to feel a degree of ease and self-confidence, when called upon to appear before the class and conduct the same, as one who has had experience. To attain this important end all the members of the teachers' class are required to meet at least twice each week at a specified hour, when one member of the class, by previous appointment, takes charge of the class, and having taken a position at the blackboard prepares a copy of exercises, analyzes and illustrates them, after which the class is drilled as to the time in which the form should be made, etc. No member will be required to conduct the class in this manner until his practice has been sufficient to render him competent. This class also receives from time to time valuable suggestions as to the best manner of organizing classes, including class government. This drill is as beneficial to an office penman as a teacher. No pains will be spared to fully carry out the design and aim of this course. We desire to qualify persons to successfully teach this important branch of education and at the same time to acquire a rapid and beautiful style of business writing, in the shortest possible time.

We frequently receive applications for teachers of penmanship in the public schools and we often secure desirable positions for our students.

Good character is property. It is the noblest of all possessions.

Writing—the mouthpiece of every profession, trade, calling or vocation.



A REPRODUCTION OF ORNAMENTAL PENMANSHIP.

Experienced teachers are always in great demand and can readily find employment. This course is designed to give actual experience as an instructor of penmanship.

PORCH AT MONNETT HALL.

Ladies' Course.

Every attention is given to the instruction of ladies in their peculiar style of penmanship, the aim being to make them systematic and elegant writers. A large number of ladies are now in attendance.

Money is a good servant but a dangerous master.

Department of Telegraphy.

Telegraphy is not a profession of recent date, but has for many years stood in the front rank among the various arts of modern times.

The vast amount of business which is now transacted by mail will be handled to a great extent, in the near future, through telegraphic service.

This condition which is rapidly approaching creates a great demand for telegraph operators. A telegrapher who is enabled to operate a typewriter rapidly will find himself doubly valuable. Thousands of typewriting machines are yearly being sold to telegraph operators, and a knowledge of the two arts is becoming necessary to meet the present demand.

Owing to the many calls which we have had within recent months for instruction in this branch of knowledge, we have procured the services of a competent operator to take charge of the Department of Telegraphy. Paul A. Holland, the instructor, is a first-class electrician and operator and renders excellent service as a teacher.

Pupils in this department receive from one to three hours' practice each day in reading and writing by sound, under the supervision of the instructor. Practical instruction is given in the preparation of chemicals, the use of the switchboard, and the proper care and attention to the instruments.

The tuition for this branch has been placed *so low* that no one desiring instruction will fail to take the branch on account of the expense. The time required to complete the course in connection with other essential commercial studies (which should always be taken with telegraphy) varies from five to eight months. A complete course of Rapid Penmanship is taught in connection with this course of study *without extra charge.*

English Course.

Among the many advantages offered by the School of Business is the opportunity afforded to all pupils who are deficient in the proper use of English to make a thorough study of the same.

Many applicants for enrollment in business colleges are found deficient in the English branches. All pupils found deficient in this respect are advised to take one or more English studies, in connection with the course selected in the School of Business. The aim of the department is to give definite and effective drill in such English branches as have direct connection and reference to the Business Course, and actual work in life. Any desired combination may be made by pupils from the following branches:

Every man is the architect of his own fortune.

Practical Grammar, Rhetoric, Composition, Commercial Law, Commercial Arithmetic, Rapid Arithmetical Calculations, Business Correspondence, Penmanship, Spelling, etc. The drills in Commercial Arithmetic and Arithmetical Calculations are given twice each week, having in view accuracy and speed. They include clear and simple explanations of the principles of Percentage, Profit and Loss, Simple and Compound Interest, True and Bank Discount. Abbreviated methods in these principles are substituted for the usual lengthy and complicated methods found in the average Commercial Arithmetic.

COURSES AND TUITION RATES.

(PAYABLE IN ADVANCE.)

I. Business Course.

The Business Course embraces Bookkeeping (Single and Double Entry), Banking, Business Practice, Business Penmanship, Commercial Law, and Commercial Arithmetic.

Tuition for a nine months' scholarship	$30.00

SINGLE STUDIES IN BUSINESS COURSE.

Bookkeeping (complete), with one daily lesson in Business Penmanship	$18.00
Business Penmanship, one college term, five hours per week	5.00
Business Penmanship, one college term, ten hours per week	8.00
Commercial Law, one college term (12 weeks)	4.00
Commercial Arithmetic, one college term (12 weeks)	3.00
Bookkeeping or Banking, per week	2.00
Business Penmanship (two daily lessons), per week	1.00
Commercial Law (three lessons), per week	.50
Commercial Arithmetic, per week	.50

II. Shorthand and Typewriting Course.

This course embraces Shorthand (Eclectic), Correspondence, Dictation, and Typewriting, including use of machine.

Tuition for a nine months' scholarship	$25.00

SINGLE STUDIES IN SHORTHAND AND TYPEWRITING COURSE.

Shorthand, one college term (12 weeks)	$12.00
Shorthand, next succeeding college term	8.00

Shorthand, per week (daily lesson)	$ 1.50
Typewriting and Correspondence, complete	10.00
Typewriting and Correspondence, one college term	7.00
Typewriting and Correspondence, next succeeding college term	5.00
Typewriting and Correspondence (daily lesson), per week	1.00

III. Ornamental Penmanship, Engrossing and Lettering Course.

This course embraces Plain and Ornamental Penmanship, Business Writing, Flourished Capitals, Combination Capitals, Italics, Scrolls, Flourished Birds and Animals, Engrossing, and all Fancy Lettering.

Tuition for a 9 mos. scholarship	$25.00

SINGLE STUDIES IN COURSE III.

Business (Plain) Penmanship, complete	$10.00
Plain and Ornamental Penmanship, complete	15.00
Engrossing and Lettering, complete	5.00

IV. Telegraphy Course.

This course includes a complete course in Business Penmanship.

Tuition for a nine months' scholarship	$30.00
Telegraphy (daily lesson), per week	2.00
“ “ “ term	20.00

COMBINATION OF COURSES.

Courses I and II	(when taken at the same time),	9 mos.	Schol	$40.00
Courses II and III	“	“	“	35.00
Courses II and IV	“	“	“	45.00
Courses I and IV	“	“	“	50.00
Courses I, II and III	“	“	“	50.00
Courses I, II and IV	“	“	“	65.00
Courses I, II, III and IV	“	“	“	70.00
Course IV, including a complete course in Typewriting			“	40.00

Either one, all, or any combination of the above courses may be taken by a pupil. The vast majority of pupils enroll for one or more of the Combination Courses.

SPECIAL WORK.

Business (Plain) Penmanship, thirty lessons	$3.00
Ornamental Penmanship, thirty lessons	4.00
Typewriting, one month (one hour daily lesson)	3.00
Automatic Lettering, including pens and ink	5.00
English Branches, each per term hour of 12 weeks	1.00

The tuition is the only expense attached to the department in addition to books and materials, which are furnished at reasonable rates at the department office.

Ignorance is a voluntary misfortune.

No matriculation, incidental or scholarship fee is charged pupils taking Commercial Course only, and they are exempt from military duty.

For further information, which will be cheerfully given, address the Principal,

L. L. Hudson *A. M.*
O. W. U., School of Business, Delaware, Ohio.

GENERAL INFORMATION.

(Read carefully before writing for further information.)

Time of Entering.

PUPILS MAY ENTER AT ANY TIME WITH EQUAL ADVANTAGES. New classes will be organized in Bookkeeping and Shorthand on or about the first and fifteenth of each month, in order to accommodate *new pupils*. The Penmanship classes can be entered during any day session of the year. The college terms commence as follows: Fall term, 1902, September 19; Winter term, 1903, January 7; Spring term, 1903, April 1; Fall term, 1903, September 18; Winter term, 1904, January 6.

Board and Room.

Living expenses in large cities (where private schools and business colleges are generally located) are high, while in Delaware, a beautiful city of ten thousand inhabitants, living expenses are comparatively low. Board may be obtained at from $1.75 to $2.50 per week and even less. The rent of a furnished room amounts to from 50 cents to $1.25 per week for a student. Hence we can offer a better business course for *less money* than any other first-class business school.

School Sessions.

Sessions are held from 7:50 A. M. to 11:30 A. M., and 1:30 P. M. to 4:00 P. M., five days of each week. The Principal or Secretary will be found in the Department Office from 9 to 11 A. M., on Saturdays.

Vacation.

We endeavor to observe an annual vacation from August 15th to the commencement of the regular fall term of the University, which embraces the dates of September 15th to 20th of each year. This vacation, however, has not been observed during the past two years.

Holidays.

The holidays observed are Saturdays, Thanksgiving Day, Christmas week (including Christmas and New Year's Day), February 22d, May 30th, and July 4th.

Qualifications for Entering.

A fair knowledge of the ordinary English branches is sufficient qualification for the Commercial Course. Any deficiency in this respect, if not radical, can be remedied by special training. APPLICANTS ARE REQUESTED TO BRING THEIR GRADES OBTAINED FROM THE SCHOOL WHICH THEY FORMERLY ATTENDED. Each student should also bring a certificate of good moral character. We exercise a jealous watchfulness over the conduct of pupils entrusted to our care.

Advantages and Privileges of Commercial Students.

Commercial students are given free access to the University Library containing many thousand volumes, and the Free Reading Room containing the various leading daily papers and numerous periodicals. The advantages offered here for literary culture and general information are unsurpassed. Students of the School of Business also have the same privileges of the Gymnasium as all other students.

Military Instruction.

The University recognizes the great value of military drill upon the health and physical bearing of young men. Its effect in securing neatness of dress, and especially obedience and promptness in responding to orders, is invaluable to young Americans. Its influence in promoting patriotism and in training young men for important positions in a national crisis are incalculable. In the late war with Spain eighty-one cadets or graduates who had been cadets entered the army, of whom twenty-eight were commissioned as officers in the Volunteer Army. The companies meet for practical or theoretical work three hours a week. Cadets must purchase uniforms, the cost of which should be noted in making an estimate of expenses. Complete uniforms cost from $10.00 to $18.00. They are neat and durable and are often worn continuously. NO CHARGE FOR INSTRUCTION.

Time Required to Complete the Course.

It usually takes five or six months of close study to complete the Commercial Course. It can be done in less time; it depends upon the knowledge and previous training of the pupil. The more knowledge one has the better fitted he will be for the work, and proportionally less time required for the completion of the course.

Shorter Courses.

It is not necessary that a student should stay the required time, nor even that he should complete any of the given courses in order to be benefited by the instruction.

Students will be admitted at any time for either of the courses or for any of the branches in either course. Nine months' scholarships are issued for each course, or any combination of them. The *9 mos. Scholarship* gives the pupil privilege to return *at any time* in the future and review the course free of charge.

Diploma and Certificate.

Pupils who complete either course and pass the required examinations are granted diplomas, the cost of which will be $2.00. Those who take a part of the course are given a certificate covering the branches pursued.

Obtaining Situations.

We endeavor to place in good positions graduates who have good qualifications, but we make *no promise* to do so in any given case. Any school which *guarantees a position* to a pupil upon the completion of a course, simply holds out a *bait of fraud and deceit.*

Our chief business is that of imparting knowledge, combined with a watchfulness over the welfare and best interests of pupils. We freely and gladly assist our graduates to obtain employment, and we have facilities which are rapidly growing in this important branch of our work. Those who come and QUALIFY THEMSELVES are rarely unable to obtain an opportunity to use their knowledge.

In school, as in army, discipline is essential to existence.

Payment of Tuition.

With but few exceptions we require the tuition to be paid in advance, and NO SCHOLARSHIP WILL BE TRANSFERRED OR TAKEN BACK, as our school is in CONTINUAL session twelve months of the year and we stand ready and willing to perform our part of the contract at all times.

Attendance.

As Commercial students are members of the University the same as other department students, they are required to be regular and punctual in attendance. Each teacher keeps a class book in which a record is kept of the attendance of each pupil, together with the progress made in all branches pursued. Parents and guardians, upon application, will have this record mailed to them from time to time.

Class Instruction.

There are classes and daily recitations in each of the various principal branches taught. In Shorthand and Bookkeeping it has been found necessary to have from three to four classes, so that new pupils may enter the school *at any time* and be accommodated with classes to suit their knowledge in each branch. Private instruction is given at any time to all who desire to commence any branch from the beginning.

Discounts.

When two or more pupils from the same locality purchase scholarships at the same time, each will be allowed a reduction of five per cent. from the catalogue prices. When three or more enter from the same locality at the same time, a reduction of ten per cent. will be allowed. Rates for "*combination courses*" will be found under "Courses and Tuition Rates" in this catalogue.

Text=Books, Blanks and Stationery.

The cost of text-books, blanks, and stationery depends upon the course taken. The outfit for the Business Course will cost from $10.00 to $12.00. The outfit for a course in Stenography and Typewriting will cost about $4.00. The entire cost for any combination of courses will not exceed $15.00, complete.

Location of Delaware, Ohio.

Delaware, Ohio, is situated about the center of the state, and has a population of about ten thousand. The city has direct communication by railroad with Cleveland, Cincinnati, Columbus, Toledo, Dayton, Springfield, Sandusky, and the lakes. Thirty-two passenger trains arrive and depart from her depots daily; the railroad advantages afford quick time to all parts of the United States. It is central for parties residing in the following states: Ohio, Indiana, Michigan, Pennsylvania, West Virginia and Kentucky.

Delaware is healthful; her death-rate is far below the average. There is an abundance of pure and wholesome water obtained from our justly CELEBRATED SULPHUR, ODEVENE, AND OTHER MINERAL SPRINGS. and an inexhaustible supply for hydrant purposes. The city has electric cars, electric light, water works, and sewerage.

Location and Where to Go, on Arriving at Delaware.

The office and main apartments of the School occupy the third floor of Elliott Hall, the large red frame building on the University grounds on SOUTH SANDUSKY STREET.

Upon arriving in the city, at either of the three depots, pay no attention to checked baggage, but retain the checks until you have selected your room. (Ladies, however, may order their baggage taken to Monnett Hall, unless it is desired to take quarters with some relative or acquaintance.) Take a street car and direct the conductor to take you to the University. Upon arriving at the University grounds come directly to the office of the Principal in Elliott Hall. Having made preliminary arrangements, a room and boarding place is selected, and satisfactory arrangements will then be made for the transfer of baggage to your room.

EACH STUDENT COMING TO OUR SCHOOL SHOULD BRING A CERTIFICATE OF GOOD MORAL CHARACTER for matriculation purposes. A student coming from another college should bring a letter of honorable dismissal.

Additional Information.

We desire that applicants have *no hesitancy* in writing for information concerning the School. Write to us as frequently and freely as is desired concerning general or detail information. The more thoroughly prospective pupils understand beforehand what is expected of them while students in the University, the better we are pleased and the better satisfaction is attained at all periods of the course.

Testimonials, Merits, Reputation.

The management does not think it necessary to publish testimonials in this catalogue as to the merits of the School of Business, or the success and reputation of its instructors. We have them in sufficient numbers to fill this catalogue. Anyone who desires proof of the ability of the school and its management through the channel of testimonials, we shall upon request mail them a special list, and also refer them to over two thousand five hundred former pupils and graduates who have taken a course under our instruction — a great portion of whom are now filling positions of trust and responsibility in business offices.

The department neither boasts of the *finest college office* in the United States, nor of the School ALONE QUALIFIED to impart a business education. In order to gain notoriety and patronage, some business college proprietors whose schools are equipped with deficient instructors are prone to make some of the above utterances their CHIEF ADVERTISEMENT.

Modern and practical methods have been adopted and first-class text-books selected, living teachers employed who are well tested and possessed with large experience. This school offers first-class facilities, thoroughness, college privileges—a University Library, Gymnasium, Athletic Field, and a Pleasant College Home.

A FEW FREQUENT QUESTIONS ANSWERED.

(Please study carefully before writing for further information.)

When can I enter the School? On any business day of the year.

What are the requirements for entering? An ordinary English education; yet pupils who are deficient in any branch will have an opportunity of studying the deficient branches.

Is there an Examination upon entering? None; yet you should bring your grades from the school which you last attended.

What can Board and Room be gotten for? From $1.75 to $2.75 per week and upwards. A vast majority of our pupils board in clubs at $2.00 per week. Better board is obtained in this way than is given in the best boarding houses. Excellent furnished rooms are rented from 50 cents, 75 cents, to $1.00 per week. Heat and light should not cost over 25 cents per week.

What do you mean by a nine months' Scholarship? Upon payment of the specified tuition for any given course or combination of courses on entering, the pupil is given a scholarship covering nine months' instruction in the branches named thereon. This period is amply sufficient to enable anyone to complete the branches. In fact, not two per cent. of the pupils who enroll in our department ever take advantage of the entire period named on their scholarship. The time mentioned on the scholarship need not necessarily be used up continuously. The pupil may take a part of the course or even complete the same, yet afterwards be privileged to return for review and use the balance of the time remaining on the scholarship.

Do you guarantee Positions for your Graduates? We do not. No reliable and honorable business college *ever guarantees positions*. Why should they guarantee their graduates positions any more than dental, medical, or law schools? Gamblers and adventurers, on their seeming honesty and hypocrisy, make their game appear plausible to the unwary. WE DO GUARANTEE TO GIVE THE MOST THOROUGH AND PRACTICAL INSTRUCTION IN ALL BRANCHES TAUGHT.

Are your graduates successful in obtaining Positions? During the past year we have been unable to fill but a small percentage of the calls for positions as stenographers, bookkeepers, and instructors of commercial branches in colleges and high schools. All who complete Courses I and II have no trouble in securing work. During the past college year every pupil who completed these two courses as outlined on page 7 of the catalogue is now occupying a lucrative position, and we have had a very large number of calls for positions which we were unable to fill.

Are you required to take all the Studies outlined in any of the given Courses? No. You are privileged to select such studies, from any of the courses, as you may desire. Combinations not outlined in our catalogue are constantly being made by pupils, and the charge for the same may be learned when you submit the list of studies to the Principal.

Is the School of Business a part of the University, and are its Students subject to the same Rules, Regulations and Privileges? The School of Business is a sub-department of the University, as are the Musical, Medical, Art, and Military Departments. Its pupils are under the same rules and regulations, and have the same privileges as the literary students.

What length of time is required to complete a Course? We can not answer this question until we know the course or combination of courses you desire to pursue. Even then the ability of the student shortens or lengthens the time required to complete the course. We require all students to take a sufficient number of studies to keep them busy. We do not advise any pupil to make a specialty of any given branch, yet many former students have done so. *Courses I and II, which are taken by a majority of our students*, should be completed in from five to seven months, and pupils who are quite well advanced in their English studies are enabled to complete it in less time. Course I, when taken alone, may be completed in eighteen or twenty weeks; Course II in five months.

While taking Studies in the School of Business, are you permitted to take studies in the other Departments of the University, and if so, at what additional Expense? Yes. If the studies are in the Musical, Art, Military, or School of Oratory Departments a special fee is charged for the studies taken. If the branch belongs to the Academic, Preparatory, or Normal Departments, or to the Literary Course, you are charged $1.00 per term hour for such studies. A *term hour* is a recitation given one or more times per week during the college term, which is twelve weeks long; that is, if there are two recitations per week given in a branch the fee will be $2.00 per term; three recitations per week, $3.00; four recitations, $4.00, etc.

Do you have Terms in the School of Business? No; not with the regular course pupils. We use the word " Term " for the accommodation of pupils of other departments of the University, as their regular studies are outlined by the term. Regular course pupils are requested, so far as is convenient to them, to enter about the 1st or 15th of each month, as new classes are organized in all studies on or about these dates. Pupils who enter at any time between these dates are given *private lessons* until they are able to join a class. New classes are organized in all branches at the commencement of each College Term.

How shall I find the School when I arrive in Delaware? On arriving at any of the three depots of our city, retain your baggage check, take a street car which will be in waiting, and tell the conductor to transfer you to the University grounds on Sandusky street. Go immediately to the office of the Principal, in Elliott Hall (the large frame building). Here arrangements for board, room and transferring of baggage will be made. If you arrive during the evening or at night, excellent accommodations may be obtained at several hotels at reasonable rates.

Is a pupil enabled to take the Business, Shorthand and Typewriting Courses at the same time? Yes. A large majority of pupils take *this combination of courses* in order to have full work. We advise all to take this combination of courses. It will better equip you to accept any clerical position which may be offered. The average pupil has no trouble in mastering the work, as the course is divided to meet the time and convenience of the pupil.

A Few of Our Former Pupils.

WHAT THEY ARE DOING AND THE BUSINESS HOUSES EMPLOYING THEM.

Anderson, Ira O., Manager Art Co., Sidney, O.

Aigin, Anna M., Bookkeeper and Stenographer, Pittsburg, Pa.

Alexander, Mary E., Instructor of Penmanship, public schools, Gallipolis, O.

Buckingham, L. H., Bookkeeper, Marseilles, O.

Bird, Mary S., Bookkeeper and Stenographer, Marting Iron & Steel Co., Ironton, Ohio.

Boyd, E. W., Bookkeeper, J. C. Roane Planing Mill, Weston, W. Va.

Beatty, A. W., Auditor, Belmont Co., St. Clairsville, O.

Biddle, Harry, Bookkeeper, Biddle Bros., Parkersburg, W. Va.
Banks, Rolla, Teacher, Coshocton, O.
Bragg, J. D., Cashier, John H. Taft & Co., London, O.
Beathard, Chas. L., Bookkeeper and Stenographer, Columbus, O.
Brittain, Mrs. Maud, Stenographer, Carter Chemical Co., Delaware, O.
Bowker, Don G., Stenographer, Norwalk, Cal.
Barrett, F. W., Bookkeeper, Spring Valley, O.
Bennett, C. T., Attorney-at-Law, Houston, Tex.
Beathard, Grace, Stenographer, Pataskala Insurance Agency, Pataskala, O.
Berger, Gertrude H., Stenographer, Columbus, O.
Barrett, Roberta, Bookkeeper, Hooper, Col.
Bratton, Mrs. Myrtle A., Secretary and Stenographer, Morristown College, Morristown, Tenn.

Carter, Nora C., Stenographer and Bookkeeper, Chicago, Ill.
Casto, Dr. D. D., Physician and Surgeon, Ripley, W. Va.
Cunningham, J. E., Principal Commercial Department West Virginia Conference Seminary, Buckhannon, W. Va.
Clipp, Wilber L., Bookkeeper, B. & O. Ry. Co., Bellaire, O.
Chadwick, Guy C., Stenographer, S. Cumberland, Md.
Campbell, Hermon R., Stenographer, National Cash Register Co., Dayton, O.
Carhart, Fred. L., Bookkeeper, Marion, O.
Case, E. B., Instructor of Penmanship, Nelson Business College, Cincinnati, O.
Clark, Florence G., Bookkeeper, Cincinnati, O.
Carter, R. S., Stenographer, Big Four Ry. Co., Delaware, O.

Davidson, C. M., with Westinghouse Mfg. Co., Pittsburg, Pa.
Davis, Anna M., Stenographer and Bookkeeper, Ohio Fire and Brick Co., Oak Hill, O.
Davis, W. F., Telegraph Operator, Chattanooga Southern Ry. Co., Chattanooga, Tenn.
Davis, Flora B., Assistant Postmaster, Upper Sandusky, O.
Dorward, I. P., Traveling Agent, Slatington Slate Co., Slatington, Pa.
Dennison, Anna, Stenographer, Delaware Clay Mfg. Co., Delaware, O.
DeYo, Roy C., Bookkeeper, Parkertown, O.

Elsom, Stewart, Freight Office, T. & O. C. Ry. Co., Marysville, O.
Ely, Ella, Stenographer, Delaware, Ohio.

Friend, A. W., Merchant and Bookkeeper, Pleasantville, O.
Fletcher, M. A., Clerk, Exchange Bank, Mannington, W. Va.
Fuller, Myra L., Stenographer for Samuel R. Mason, engraver, Cleveland, O.
Falkner, J. F., Bookkeeper, Central Ohio Paper Co., Columbus, O.

Gerhold, Chas., Bookkeeper, Mogadore, O.
Gibson, A. P., Mine Foreman, Harvey Coal & Coke Co., Bissell, W. Va.
Gessner, C. W., Bookkeeper, Government Office, Washington, D. C.

Griffiths, W. C., Bookkeeper, Granite City, Ill.

Hambleton, C. R., Cashier Neil House, Columbus, O.
Hamner, E. H., Bookkeeper, The Shields-Wilber Co., Marysville, O.
Herr, Bertha, Bookkeeper, Bluffton, O.
Hiles, Stella M., Stenographer, Shelby Tube Co., Shelby, O.
Hewett, Carl C., Bookkeeper, Hewitt & Strevey, Sedalia, O.
Hills, L. C., Assistant Bookkeeper, V. T. Hills & Co., Delaware, O.
Hudson, Bessie, Bookkeeper and Stenographer, Chicago, Ill.
Hale, L. H., Bookkeeper, West Liberty, O.

Jones, T. W., Bookkeeper and Stenographer, The Hall-Collins Hardware Co., Columbus, O.
Johnston, Robert A., Stenographer, General Foreman's Office, B. & O. Ry. Co., Washington, D. C.
Jenkins, D. H., Bookkeeper and Stenographer, Whistle Creek Mining Co., Knoxville, Tenn.
Johnston, Erma, Bookkeeper, Wilmington, O.

Kinney, D. N., Teacher of Bookkeeping, Staunton, Va.
Kibby, Chas. G., Instructor in Commercial Department, High School, Mt. Clemens, Mich.
Keys, H. H., Bookkeeper, Peach Orchard Coal Co., Peach Orchard, Ky.
Kirk, Mattie E., Stenographer, Bradner, O.
Kelso, Harry J., Stenographer, Greenfield, O.

Liggett, Ethel, Bookkeeper, Chicago, Ill.
Leyshon, J. A., Bookkeeper, New Straitsville, O.

McKee, J. Clyde, Bookkeeper, Falcon Iron and Nail Co., Niles, O.
McQuinn, Emmett G., Bookkeeper, Hoosier Mfg. Co., Albany, Ind.
Mortley, Dwight B., Traveling Salesman, The Ohio Cultivator Co., Bellevue, O.
Moist, Murray S., Bookkeeper, Geo. A. Clark Lumber Co., Delaware, O.
Mann, A. C., Teacher, Center Village, O.
Morgan, Thomas, Stenographer and Bookkeeper, Columbus, Ohio.
Marchant, R. W., Traveling Salesman, Woolson Spice Co., Toledo, O.

Neds, W. W., Stenographer, F. O. Shoedinger, Mfgr., East Long St., Columbus, O.
Nelson, R. C., Auditor, Ohio Co., Rising Sun, Ind.

Oswald, Tracy, Bookkeeper, Pumphrey & Armstrong, Delaware, O.

Pender, Will F., Bookkeeper, Citizen's Bank, Napoleon, O.
Phillips, G. B., Druggist, St. Mary's, W. Va.
Packard, Roy, Bookkeeper, Reedsville, O.
Packard, Clyde, of V. J. Packard & Sons, Reedsville, O.
Poole, W. O., General Manager, Findlay Lumber Co., East Prairie, Mo.

Rosser, Carl A., Bookkeeper, Arcanum, O.
Rice, Violetta A., Stenographer, Columbus, O.

Roe, Irwin F., Bookkeeper, Day & Co., Allegheny, Pa.
Raine, Jessie E., Bookkeeper, Delaware Ice and Coal Co., Delaware, O.

Shaw, F. L., Stenographer and Bookkeeper, Chicago, Ill.
Spahr, Paul R., Manager, Illinois Life Insurance Co., Urbana, O.
Sharp, Denny, Stenographer, Delaware Electric Light and Power Co., Delaware, O.
Sifritt, L. G., Assistant Bookkeeper, V. T. Hills & Co., Delaware, O.
Spencer, Fred. C., Bookkeeper and Stenographer, Hurshell Lime Co., Sugar Ridge, O.
Shahan, Nellie, Stenographer and Bookkeeper, Galloway & Snyder, Delaware, O.
Smoots, H. V., Bookkeeper, Fredericktown, O.
Strider, Laura J., Stenographer, Greenfield, O.
Shaffer, Warren T., Clerk, Deposit National Bank, DuBois, Pa.
Shriver, C. S., Teacher of Penmanship, Spraggs, Pa.
Swickheimer, Kittie E., Bookkeeper, Delaware, O.
Silveus, W. A., Stenographer, Waynesburg, Pa.
Smith, Laura B., Stenographer, 5962 Maple Ave., St. Louis, Mo.
Smith, C. A., Bookkeeper, Wellsville, Kans.
Smith, Helen G., Stenographer, St. Louis, Mo.
Stephen, Jessie M., Bookkeeper, Standard Clothing Co., Delaware, O.
Smith, Emile, Auditor's Office, Union Co., Marysville, O.
Spangler, Mary E., Bookkeeper and Stenographer, J. T. Vail & Sons, Columbus, O.
Studer, M. E., Bookkeeper, Riter-Conley Mfg. Co., Pittsburg, Pa.

Truax, F. E., Traveling Salesman, Zanesville, O.
Talmage, Ethel, Stenographer, Richwood, O.
Tewksberry, F. S., Stenographer, Pittsburg, Pa.
Thompson, Edward R., Jr., Bookkeeper, Delaware, O.

Ulrick, F. E., Bookkeeper, Dayton, O.

Wade, Mary E., Stenographer, The Ayers Lumber Co., Redkey, Ind.
Wilson, I. R., Bookkeeper and Stenographer, Richmond Elevator Co., Lenox, Mich.
Warner, P. D., Mgr. Sneath & Cunningham, Commission House, Burgoon, O.
Walden, Geo. H., Bookkeeper, W. M. Walden & Co., Pomeroy, O.
Wiles, Nellie L., Bookkeeper and Stenographer, Delaware Water Co., Delaware, O.
Wickersham, F. E., Bookkeeper, The People's Bank, Jamestown, O.
Watkins, Geo. H., Head Bookkeeper, V. T. Hills & Co., Delaware, O.
Weekly, W. D., Teacher, Pond Run, O.
Way, Betsey E., Stenographer, Little Mountain, O.
Wolfe, Ralph H., Stenographer, H. H. Giesy, Lumber dealer, Lancaster, O.

Zimmerman, D. H., Bookkeeper and Stenographer, McCormick Harvesting Machine Co., Chicago, Ill.

MONNETT HALL.

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1903/04

School of Business

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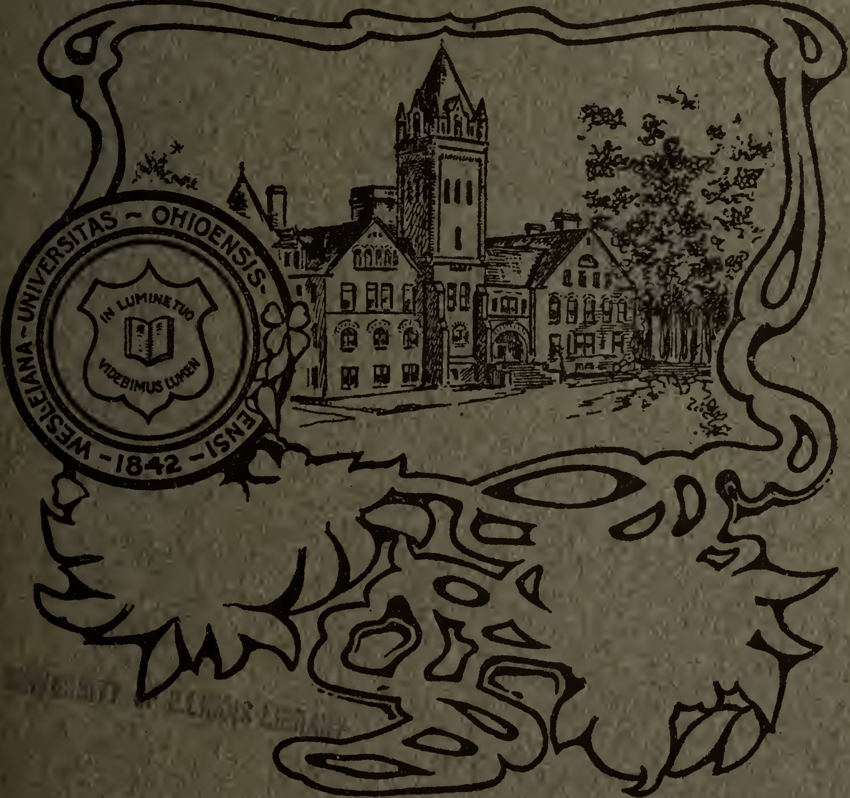
Vol. II. *September 1, 1903.* No. 5.

OHIO WESLEYAN UNIVERSITY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BULLETIN

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AS SECOND-CLASS MATTER.

CATALOGUE

OF THE

Ohio Wesleyan University
SCHOOL OF BUSINESS

ESTABLISHED 1884 and RE-ORGANIZED 1895,
BY THE PRESENT MANAGEMENT.

A Catalogue which posts you on SUPERIOR ADVANTAGES deserves careful reading.

THE SCHOOL which SAVES YOU MONEY deserves your patronage.

ELLIOTT HALL,

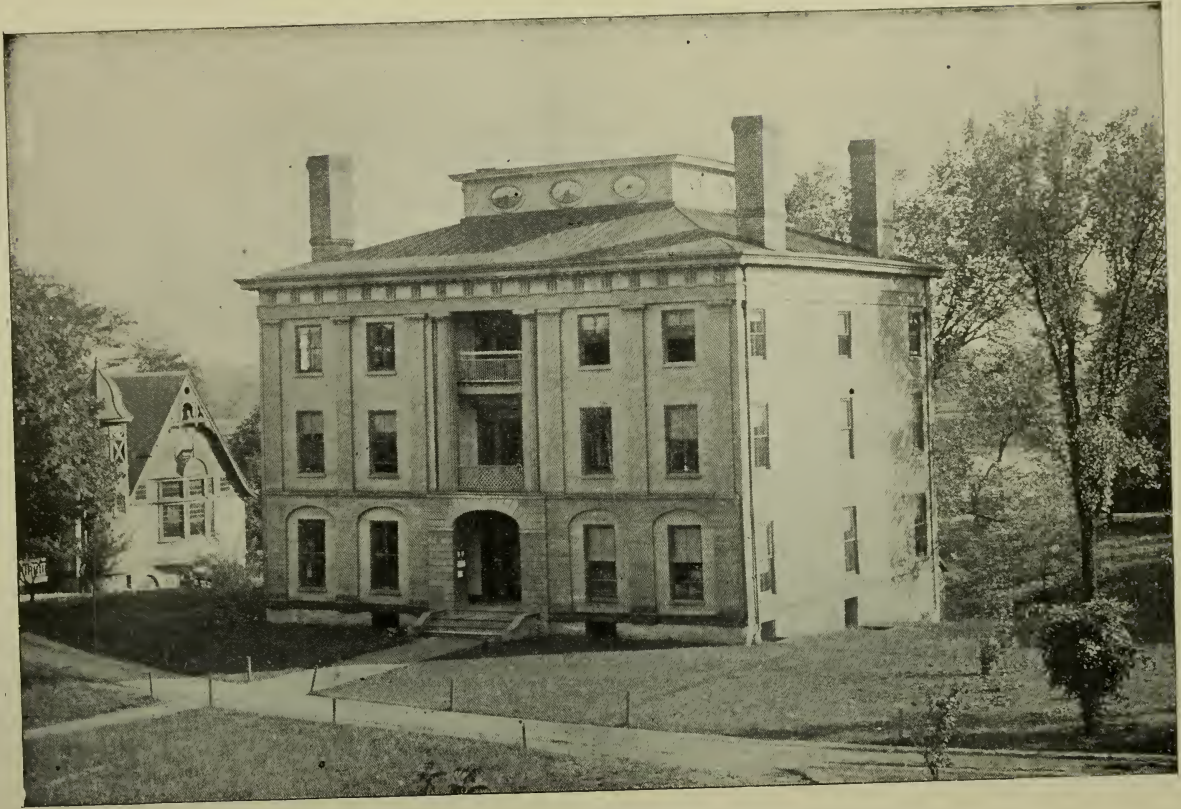
UNIVERSITY CAMPUS,

DELAWARE, OHIO.

L. L. HUDSON, A. M., Principal.

DELAWARE, OHIO.
PUBLISHED BY THE UNIVERSITY.
1903.

He that mindeth not his own business shall never be trusted with mine.



ELLIOTT HALL

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Put all things in writing that thou givest out or receivest in.—ECCL. XIII., 7.

HISTORY, PROGRESS AND ADVANTAGES.

The History of the Ohio Wesleyan School of Business may be briefly outlined as follows: The department was established nineteen years ago to enable young men and women to secure a practical and thorough business training in a Christian College. Despite the fact that the School was started as an experiment, with insufficient equipment, and with college students chiefly as instructors, the introduction of college standards and the thoroughness of instruction given, made the Department a success from the beginning. This led the Trustees of the University to decide, in 1895, to effect an organization upon a broader basis.

The plans were inaugurated by fitting up five rooms in Elliott Hall, and equipping a large room in University Hall for the exclusive use of the School of Business. The Trustee felt that the early success of the Department warranted, and the future success of the school demanded, the employment of experienced teachers, familiar with the latest methods of business colleges, and of large practical knowledge as well as high scholastic attainments.

The results of their deliberations and plans placed the School under the present organization. The success of this reorganization has exceeded the greatest expectations. Each college term of each year has witnessed a greater increase of attendance over the corresponding period since the first organization.

The present efficiency and rapidly increasing prosperity of this School is not only due to its present corps of excellent instructors, but to the plan of connecting a School of Business with a University, thereby giving its patrons the benefit of all the advantages and many equipments provided by a great University for the convenience and comfort of its pupils.

The great need of business education is recognized by all. Every enterprising person can devote to preparation for life the time to complete such a course. The chief difficulty is the expense. Private Business Colleges must depend upon the tuition collected for their support, which is not the case with an endowed institution. In large cities, where private schools are generally located, living expenses are not only high, but many other channels are open for the needless expenditure of money: while in Delaware, O., living expenses are comparatively low.

The Ohio Wesleyan University School of Business is not to be compared with the business colleges scattered throughout the country; it is established on a broader, higher field for its sphere of action, and it is rapidly being recognized as the leading School of Business in the Middle and Western States.

FACULTY AND INSTRUCTORS:

REV. JAMES W. BASHFORD, D. D., LL. D., President.

LYCURGUS L. HUDSON, A. M., Principal.

Expert Accountant, Lecturer on the Science of Accounts, Business Customs, and Instructor in Bookkeeping, Banking and Business Practice.

ESTELLA M. HUTCHISSON, A. B.,
Shorthand, Typewriting and Correspondence.

BENJAMIN F. CARNES,,
Business and Ornamental Penmanship, Engrossing and Automatic Lettering.

FAYETTE H. McDONOUGH,

Commercial Law and Commercial Arithmetic.

Assistant Instructor in Penmanship,

GEORGE CLAUSING,
Advertising.

All pupils taking English studies will have the following instructors of the Literary and Normal Courses in the University:

EDWIN C. WOOLLEY, Ph. D.,
Tutor in English.

EVELYN M. ALBRIGHT, A. M.,
Rhetoric and English Literature.

CARROLL H. MAY, A. B.,

Assistant in English.

What sculpture is to the block of marble, education is to the mind.

TO THE PATRONIZING PUBLIC.

In issuing this Catalogue of the Ohio Wesleyan University School of Business, we desire to set forth the advantages offered by a well organized business department attached to a University. That the superior merits and facilities which the School has offered in the past are appreciated by a discerning and intelligent public, is manifested by the increased number of young men and women who, from year to year, have availed themselves of these advantages.

The direct aim of the work is, viz: to give both sexes a practical education for business pursuits; to give persons of moderate means such opportunities as will enable them to prepare for a life work and become equipped with a business education; to do thorough work in the shortest time and at the least expense; to assist our worthy graduates in obtaining good paying positions. We aim to have results brought about as quickly as possible and without waste of time; we desire that our pupils master useful studies which will equip and stimulate them to enter upon and successfully pursue some profitable industry with a single, intense purpose.

Colleges and Universities are awakening to the fact that, in addition to a classical and scientific education, a thorough business training is essential in order that their graduates may be equipped to engage either in an active business life or a scientific or literary vocation.

A business course stimulates energy and self-reliance and starts young men on a safe road to success.

At no time in the history of our nation have the necessities been so great for such a course of study. The Ohio Wesleyan University School of Business was instituted to meet these necessities.

Alive to the interests of our patrons, we propose to make our College a home of comfort and enjoyment for our pupils and a Department second to none for obtaining a practical business education. Each of the sub-departments is under the supervision of an experienced and expert teacher. Knowing that vigorous action always wins, we are satisfied with nothing short of energetic and persistent work for and with all pupils entrusted to our care. We are laboring earnestly in the interest of an education that will promote the general welfare and progress of our nation. Deeply grateful for the unqualified recommendation of our efforts in the past on the part of our graduates, and feeling that our success is, in a large measure, due to their efforts, we invite a careful and unprejudiced examination of the School in all its appointments, and submit its claims and advantages for further support.

Self-Reliance, Industry and Integrity are the Grand Masters of the World.

COURSE OF STUDY.

In order that a better idea may be obtained as to the completeness of the course we append the following list of studies in each:

I. BUSINESS COURSE.

(THEORETICAL.)

Bookkeeping, single and double entry, Business Penmanship, Business and Legal Forms, General Correspondence, Commercial Law, Commercial Arithmetic, Rapid Calculation.

(PRACTICAL.)

Actual Business Practice and Office Work, Wholesaling, Retailing, Business Papers, Commission, Joint Stock Companies, Manufacturing, Banking, Spelling.

II. SHORTHAND AND TYPEWRITING COURSE.

The Eclectic System of Shorthand Typewriting on Smith Premier and Remington Machines, Touch System, Office Training, Business Correspondence, Dictation, Spelling, Office Practice.

III. ORNAMENTAL PENMANSHIP, ENGROSSING AND LETTERING COURSE.

Ornamental Penmanship, Flourished Birds and Animals, Flourished Capitals Scrolls, Plain Business Writing, Combination Capitals, Italics, Engrossing and all kinds of Lettering, Theory of Teaching Penmanship.

IV. ADVERTISING COURSE.

A complete course in Theoretical and Practical Advertising, embracing Newspaper, Magazine, Catalogue, Circular Letter and all modern forms of advertising.

V. ENGLISH COURSE.

(ACADEMIC DEPARTMENT.)

Grammar, Arithmetic, Rhetoric, Composition, History, English Literature, Algebra, Geometry.

Consult tuition rates for the above courses on page 36.

DELAWARE, OHIO.

Long before the University was dreamed of, Delaware was noted for beauty and for health. The rolling ground, the mild climate and the healing waters made this spot the headquarters for rest and recreation of the Delaware Indians, after they had been driven from their eastern home. The first white settlers soon learned that the fame of the sulphur springs rested not on Indian legend but on established facts. The famous White Sulphur Spring on the College Campus is only one among many of the springs within easy distance. The spring abounds in romantic associations, one of the most interesting of which is the fact that at this spot young Rutherford B. Hayes first met Lucy Webb, the first girl admitted to the College classes.

Delaware, originally known as a watering-place, but now far-famed as a college town, is grown to a city of nine thousand inhabitants. It is located twenty-four miles north of Columbus, very near the exact geographical center of the State. Three railroads—two divisions of the Big Four (Cleveland to Cincinnati, and Springfield to Delaware) the Hocking Valley, and the Pennsylvania Line, running to Sandusky, Ohio, besides the Columbus, Delaware and Marion, an interurban trolley line—make it easy of access from every direction; while electric cars and lights, the new system of heating buildings and residences by a central hot-water plant, the modern sewer system, shady streets, good schools, churches, and beautiful homes make it an almost ideal dwelling place.

WHAT BUSINESS COLLEGE SHALL I ATTEND?

This question is asked by all who are contemplating a course of business instruction. The school chosen is usually attended but once, hence, your selection should be carefully and impartially made. Beware of "cheap tuition rates," and also of schools which offer reduction should you enter during a certain period of the year. There is a marked difference between "cheap schools" and low priced tuition. Do not decide in favor of a school which promises to give you a complete business course in from ten to twelve weeks. Investigate, with great care, the reputation of the school, its surroundings, its instructors and the success of its graduates. We offer low rates of tuition. The Ohio Wesleyan University being an endowed institution, is thereby enabled to offer rates which are at least one-half less than those charged by schools which depend upon the tuition collected, for support. The University is enabled to offer a course of business instruction, second to none, in thoroughness and completeness. A careful selection has been made of methods, instructors and all modern requirements for giving a business education. Our advantages are superior and our inducements unequaled.

VIEW FROM THE EAST SIDE OF THE COLLEGE CAMPUS.

One who is familiar with the grounds can locate the Gymnasium, Elliott Hall, Sturges Hall, the Library, Gray Chapel and Merrick Hall of Science.

You must go after success; it will not come to you.

PROPER PREPARATION FOR BUSINESS.

If you desire to thoroughly qualify yourself for business, make it a point to enter a strictly high-grade Commercial School. Select one that possesses all the facilities required for giving thorough training.

From the right training, combined with determination to master the work undertaken, you can become a strong and capable personage in any business circle. These attainments cannot be reached in a day.

TO ALL DESIRING A BUSINESS EDUCATION.

We ask your candid and impartial consideration of the advantages and many inducements offered by the Ohio Wesleyan University School of Business.

The complete course in all business branches, the ability and wide experience of our corps of teachers, our large halls, well ventilated and well lighted, makes this school the most desirable place to prepare for the active duties of a successful business life.

Feeling thankful for past favors, and soliciting due consideration of our merit on the part of future patrons, we ask for further support.

The management of the Ohio Wesleyan University School of Business assures all applicants that the various courses of study and training offered are thorough, efficient and practical—given under the untiring vigilance and close observation of the best teachers.

Advantages of the Ohio Wesleyan University School of Business.

Free access to all modern improvements of the University provided for the convenience and comfort of its pupils.

Low rates of tuition. High grade of instruction.

Privilege of the University Library, Gymnasium and all college equipments.

A thorough, competent, experienced and live corps of instructors—each an expert.

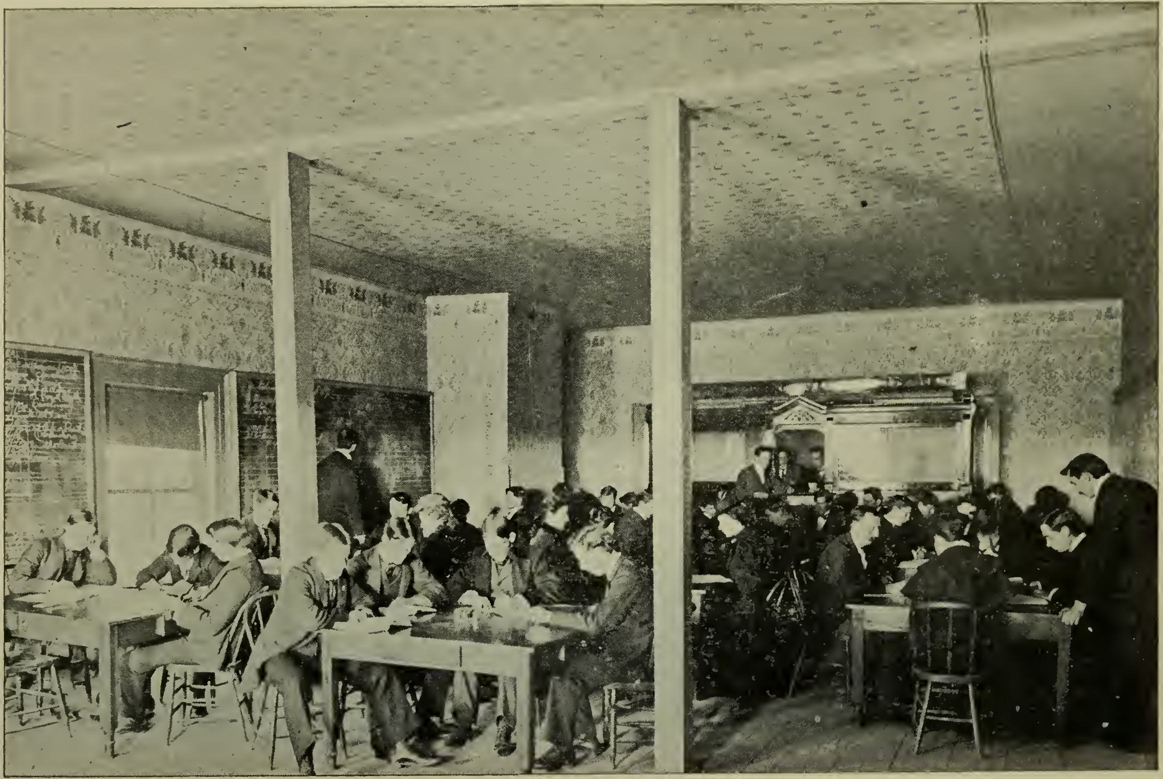
Modern and practical methods and the use of the latest text-books on all commercial branches.

A thorough and practical course of training in the shortest time possible.

A business course under the privileges and environments of a University.

A School of Business equipped for the rapid progress of its students.

Graduates of this school carry with them a prestige much superior to other business colleges. Every pupil completing Courses I and II last year is now holding a good lucrative position.



A CLASS IN THEORETICAL BOOKKEEPING.

A wise man tries to shine in himself, a fool to outshine others.

DEPARTMENT OF Bookkeeping

The Blackboard System of Bookkeeping.

It has been our special desire to adopt and develop the best system of actual business education. Learners beginning the study of the old systems of accounts soon become weary of studying sets from textbooks. The statistics of the so-called leading business colleges show that only one out of ten who enters such institutions completes the course. We teach the theory of accounts exclusively from illustrations on blackboards, and give business experience from the beginning. By this system the labor of learning decreases, and the time for completing the course is shortened fully one-half.

The course of instruction is systematically graded, commencing with the most simple transactions known in business. Thoroughness and proficiency are the goals at which we aim.

Clear definitions, practical illustrations, and modern methods are the central ideas upon which the course is based. The student is immediately started to journalizing by double entry. The sets are taught and studied in their entirety, as transactions of a brief business, so that a connected view may be obtained in the opening of books, the journalizing, posting and closing of accounts, thereby exhibiting the relation of one business transaction to another, and thereby thoroughly comprehended.

BANKING AND ACTUAL BUSINESS PRACTICE—BRIEF OUTLINE OF THE COURSE.

It is scarcely necessary to follow, in detail, the methods of instruction in the Bookkeeping Department. Suffice it to say, that from the beginning to the end, the point aimed at is to lay a deep foundation of the science and to build thereon the complete structure. A happy combination of both individual and class instruction is given. From first to the last, the principles are taught, in every variety of form, with their application to enterprises of various kinds. The first foundation of the science is laid by means of blackboard illustrations. We have found, after over twenty years experience, that better results are attained, in at least one-half less time, than can be accomplished by any other method.

Pupils have constant drill in journalizing and giving, in their own language, their understanding of the principles relating to accounts.

After being thoroughly drilled in the theoretical principles, pupils are then placed in business for themselves and make their transactions with each other in the buying and selling of merchandise and the exchanging of values—prices of the same being changed daily. All kinds of business are represented (by a complete set of books conducted and properly closed with a statement of results), consisting of modern enterprises of all sorts, such as lumber and coal business, retail grocery, farming implements, commission business, corporation set, banking, insurance business, etc., etc. The students are regularly graded and promoted according to their attainments and each is required to pass a satisfactory examination at stated periods of the course.

ACTUAL BUSINESS.

It is true that there are many temptations offered to prospective pupils by overestimating the results which can be attained by what is called "actual business" in business colleges. It is impossible for any school of business to present a genuine actual business course. It is true that miniature bales, boxes and samples of merchandise may be handled by students in their practice, yet no railroads or steamboats are actually engaged in conveying the goods bought and sold.

All thoughtful readers well know that reading a description of how to run a locomotive will not fully enable them to run one with safety to the public. Beginners in the study of arithmetic are not taught multiplication and long division before they are taught to add and subtract. Medical students are not prepared to amputate a living limb before they enter the dissecting room. They first study how to proceed, and they get the actual experience. They obtain a practical knowledge by combining theory with practice, which cannot be obtained in any other way. This same law doubly applies to the teaching of bookkeeping. To undertake to teach bookkeeping entirely from theory will prove an utter failure; likewise to undertake to teach it without first giving theory will prove equally unsatisfactory.

Greater or less importance may be placed upon this method of teaching a business course, yet we must all remember that in large business enterprises and manufacturing establishments, the corps of bookkeepers employed to keep a record of the business done, do not even see any of the goods, let alone handling them, themselves. The bookkeepers' office is often either located many squares away from the manufacturing establishment, or several stories from the place where the business is transacted. While it is true that every effort to bring actual work into business training must result in good, yet it is possible to perpetrate a great deal of clap-trap through them, by the presentment of first-class carpenter and glazier work in the erection of business offices, insurance offices, banks and other purely mechanical resemblance of the actual thing. Many cheap and inferior business colleges make such a display their chief source of advertising. However, a vast importance depends upon the competency to present the principles and to represent the real work. Each requisite can be met where cultivated brains and honesty are combined. The clinic of the medical school and the moot court of the law school establish this. At stated periods of the course new and carefully studied exercises are from time to time introduced, which enables pupils to understand and master the science in a satisfactory manner.

Our department is well equipped with actual business offices. We have two College Banks, provided with college currency and a set of books.

Theory as a specialty is taught first; then eight complete sets are worked out, during which the offices are used, and during the last few weeks of the course pupils are required to fill the positions of a cashier, teller, bill and entry clerk, insurance agent, etc.

In all of these sets there is such a resemblance of business in each transaction as though they actually existed. Every paper which is required in real business has its place and is carefully written and recorded in the daily work.

The Principal of this Department is a specialist in opening sets of books, and adjusting confused accounts for large business houses throughout the country; hence, his instruction is based upon the best methods of modern practice in business.

The aim of this Department is to throw pupils upon their own resources at the earliest possible moment, requiring of them a strict accountability for thoroughly executed work. Pupils go through the process of buying and selling different values, on various terms, receiving and shipping merchandise of all sorts, dealing with banks as depositors and writing notes, drafts, checks, orders, due bills, account sales, receipts, etc., etc.

He that thinks his business below him will always be above his business.

COMMERCIAL LAW.

The study of Commercial Law has always been considered a very important branch in business training. The thorough and practical work done by our School of Business, presents advantages which are unexcelled.

We regard commercial law as one of the most important and practical studies of the business course, and if it is pursued with thoroughness and fidelity in connection with other business studies, a pupil is equipped for the needs of every-day business life; he is also fitted to know his own rights and rendered capable of avoiding injurious mistakes. It is difficult to find a more valuable study for an individual who is qualifying himself for the correct transaction of business.

We have adopted a very excellent text-book and all "Business Course" pupils pursue the study under the guidance and criticisms of a successful instructor. Mr. McDonough has been connected with the school three years.

The main subjects pursued in the course of Commercial Law are Negotiable Paper, Agency, Guaranty, Warranty, Sales, Lien, Partnership, Insurance, Contracts, etc., etc. These are the essential topics for every business man to know.

COMMERCIAL ARITHMETIC.

Calculation may be said to be the mainspring of business, and while the proper exercise of it leads to success, the want of it invariably leads to failure. There is no branch of learning which affords better discipline in the development of good reasoning power than mathematics.

Every occupation of life requires the knowledge of figures, especially is this true with business men with whom correctness and rapidity are wholly indispensable.

All students in arithmetic, in order that they may attain the highest excellence, have their work so arranged that every one receives thorough instruction in rapid calculation. Pupils are given, from time to time, the most thorough methods of rapid calculations pertaining to business transactions, such as Banking, Percentage, Trade Discount, Interest and Averaging Accounts. The course includes thorough drills in Stocks, Bonds, Exchange, Loss and Gain, Partial Payments, Equation of Payments, and all branches which may be of use in any business office.

Practical talent and industry make all things possible.

L. L. Hudson

L. L. Hudson, Principal, completed the Classical Course in the Ohio Wesleyan University in 1881, and then entered the famous Eastman College, of Poughkeepsie, New York, and completed a full course in all branches of commercial knowledge. Since that time he has had nineteen years' successful experience as a teacher in Bookkeeping and kindred branches, and is author of two books on Bookkeeping, the last of which, recently published, entitled "Hudson's Instructor and Accountant's Hand-book." This book is used in the School of Business. He is recognized as a practical and expert bookkeeper of decided ability. Besides having charge of the entire management of the School, he teaches all classes in bookkeeping, and grades the work of all pupils before their promotion.

He who would succeed must be willing to make the attempt.

DEPARTMENT OF
Shorthand and Typewriting.

SHORTHAND.

During the past decade a new profession has been born, developed and ushered into the commercial world; it is that of the amanuensis.

This art has received its greatest assistance in development through the invention of the typewriter. By this combination, business men have discovered that much of their valuable time consumed in conducting business correspondence by means of hand and pen can be applied to other important interests in the business. Through this labor-saving method the demand for stenographers has greatly increased, and the question, "What shall we do with our girls?" has ceased to be an open question. With the introduction of Shorthand and Typewriting into the commercial world, young women have found a much wider field for the growth of their usefulness.

This department of the School of Business is conducted on a strict plan of thoroughness and completeness in all of its appointments. In the past it has accommodated a large number of students, giving them modern comforts and conveniences, and many of them are now occupying positions of trust and responsibility. The Principal, Miss Estella M. Hutchisson, A. B., is an expert reporter, a teacher of several years experience, and is regarded as a practical writer of shorthand.

Owing to her thoroughness and proficiency as a shorthand writer and instructor, Miss Hutchisson has recently been awarded a diploma by Prof. J. G. Cross, A. M., author of Eclectic Shorthand.

Pupils under her instruction are thereby permitted to learn the art from a reliable and practical source, not only in the skill of presenting the principles of the art, as a shorthand writer, but also an accomplished teacher. The best evidence of her superior instruction is to be found in the success of her graduates, which places this Department as a leader—not an imitator—in this important branch of business education. Our work, in fact, gives us the leading place in superiority of strength and efficiency which can only come from the adoption of the latest and most practical methods.

Our system of training is by far the best for all who desire to become first-class amanuenses and reporters. Pupils receive personal instruction, combined with class and blackboard exercises. Principles are first learned and pupils become well acquainted with them, after which all their energies are bent toward attaining speed. At all times we make a specialty of speed in class drills, by which means students are enabled to reach a high state of perfection. A few weeks before graduation all students are given an opportunity for practical work in the Department office.

Great Demand for Amanuenses.

True merit and ability seldom wait long for a position as amanuensis. The call is equally as great for young men and young women who are thoroughly qualified in the use of this business art.

The demand for persons who are well skilled in this important art is world-wide. The services of stenographers are needed in the national congress, state legislature, all public assemblies, and in all regular and special committee work. In all courts of justice the stenographer is a recognized necessity, and his services are indispensable to attorneys and judges.

The business world opens a more inviting field for this class of knowledge. The stenographer and typewriter are now found in the offices of the manufacturer, merchant, and lawyer, while railroad, telegraph and insurance companies employ an army of these useful workers. The demand daily increases for skilled labor in this industry.

The business world is creating a great demand for efficient and practical amanuenses, and no shorthand department is worthy of an existence which has not adopted practical methods combined with the best system, thus being enabled to produce graduates who are equipped with superior qualifications and thereby able to render the most satisfactory work.

We have adopted as a special line of work a plan of preparing young men and women to become experts in the valuable accomplishment of shorthand.

THE ECLECTIC SYSTEM OF SHORTHAND.

Eclectic Shorthand can be learned in a fraction of the time required by any other system, for the following reasons:

Because it is the SIMPLEST system.

Because it is the MOST FACILE system.

Because it is the MOST LEGIBLE system.

Because it is the BRIEFEST system and THE SHORTEST SHORTHAND in use.

The features of SIMPLICITY, LEGIBILITY, and BREVITY constitute ECLECTIC SHORTHAND—pre-eminently above all other systems the

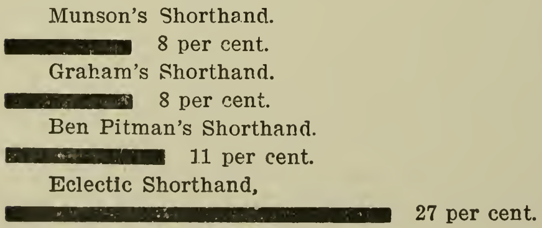
Easiest to learn.
Easiest to write.
Easiest to read, and the
Shortest and quickest Shorthand in use.

To add strength to the above assertions we have compared the writing of the Lord's Prayer by the Pitman, Graham, Munson, Lindsley, Pernin, and Eclectic Shorthand, and we readily see the more uniform direction of the characters in the Eclectic, their easier combinations, and the fewer number of strokes, while the Eclectic writing writes more of the sounds than any of the others. The Isaac Pitman writing has 106; Graham's 88; Munson's, 90; Lindsley's, 96; Pernin's 93; and the Eclectic 65 strokes. Adding together the strokes of all but Eclectic we have 475; dividing by 6 we find the average is 95, from which subtracting the strokes in the Eclectic, we have 30, which is 46 per cent. of the Eclectic writing, and 31 per cent. of the average of five.

The thousands who have learned this system believe the above statements. Many who have learned one of the older systems have recommended their friends to study the Eclectic, and many who have failed in an attempt to learn other systems have been successful in this. It is not a rehash of any previously existing system, but is purely original, making new, scientific applications of the best accepted shorthand material, hence its name ECLECTIC.

Growth of the Eclectic System.

The steady growth in public favor of the Eclectic System is well illustrated by "Circular of Information No. 2 on Shorthand Instruction and Practice," which is issued by the United States Commissioner of Education. This is an official statistical report by which the Eclectic System, although not one-quarter the age of the English systems (Pitman's and its various modification), stands fourth in use in the schools of the United States in which the art is taught, and is increasing in them at the rate of 27 per cent. per annum. The following table will illustrate our meaning:



The way to wealth, if you desire it, is as plain as the road to market.—FRANKLIN.

SECTIONAL VIEW OF SHORTHAND RECITATION ROOM.

The causes of such remarkable growth are to be found in the simplicity, the scientific adaptation to its fundamentals, the all-comprehensive writing power, and the unparalleled average brevity of its outlines, combined with the fact that the system can be mastered in one-half less time than any other system.

Time Required to Learn Shorthand.

The ability and previous educational advantages of the student have much to do with the period required to learn shorthand. Pupils who have a good public school or academic education can, with persistent effort, master the art sufficiently in about 24 to 30 weeks to fill a mercantile position. No time is lost in making a thorough preparation. Competency is the key to the securing and retaining of lucrative positions. Only those who are deficient in energy and true grit will rest content until the highest standard is obtained.

Dictation Practice.

The Principal of this Department, Miss Hutchisson, makes speed a resultant and not a primary condition, by thoroughly drilling her pupils in the principles of the art, and leading them, step by step, in daily dictation until a point is reached when pupils can form dictation classes and each by turn dictates to the other members of the class.

Ample opportunity is given to shorthand pupils during the latter part of the course to act the part of an amanuensis at the lectures given from time to time in the Commercial and other Departments of the University. It can be readily seen that a large amount of really practical work can thus be put upon the students and their efficiency thoroughly tested and improved.

Every student in this department is carefully criticised and trained in the proper use of language, especially as relates to spelling, punctuation, and the construction of sentences. In short, with the intermingling of the two distinct Departments of Business and Shorthand each is greatly strengthened by the other, and a substantial progress in practical work secured.

In fact there is no overestimating the advantages of such intermingling. All that is necessary is that the possibilities be conserved to the best advantage, and this the management carefully looks after.

SALARIES OF SHORTHAND WRITERS.

An amanuensis and reporter receives better pay than any other clerical worker. Specialists in this art, such as court reporters, secretaries of officials, often receive salaries ranging from $1,000.00 to $2,000.00 per year. Shorthand writers in many of the federal offices receive yet higher salaries. Even shorthand writers with ordinary speed have no trouble in getting from $600.00 to $1,000.00 per year. Monthly salaries ranging from $35.00 to $75.00 are the wages for shorthand writers who are not able to write over 125 words per minute, and accurately transcribing the notes by means of a typewriter, into correct and elegant print. Such are fitted to the needs of large mercantile houses, insurance and railroad offices or the private work of a secretary or clerk.

The Civil Service Commissioners have standing offers for well qualified amanuenses or assistants in the various departments of the United States Government who are capable of writing 100 words per minute and transcribing the same correctly, at salaries ranging from $500.00 to $1,500 00 per year. In fact, there is scarcely any limit to promotion in this fascinating art.

The salary attained by beginners depends much upon the success at beginning. If superior ability is shown, an advanced salary is usually soon offered for their services. If inferior ability, there is scarcely any demand, even in the poorest positions.

It is the purpose of the Shorthand Department of our School to give pupils such a complete and thorough training that they will attain at least the ordinary grade of stenographers on accepting their first position.

SPECIAL FEATURES OF THE DEPARTMENT OF SHORTHAND.

PLEASE NOTE THE FOLLOWING POINTS IN FAVOR OF OUR SHORTHAND DEPARTMENT.

We have adopted the most modern, practical and in every respect the best system of Shorthand.

A Department equipped for the most rapid and substantial progress of its students.

A reliable, prosperous, influential, progressive and permanent Department.

Graduates carry with them a prestige in a business community which is worth many times the cost of the course.

Pupils are required to read their notes immediately after writing them, and to transcribe them accurately.

A course given in the shortest time possible consistent with the highest grade of skill.

Our graduates secure and maintain the best positions.

Actual practice given to advanced students in Principal's office a few weeks prior to graduation.

Actual business practice and training in the use of the Mimeograph Copying Press, etc.

Association with a high class of students who attend the University.

If the devil catches a man idle, he will set him to work.

Typewriting.

It is mainly through the invention of the typewriter that the art of stenography has found a field of usefulness which was scarcely contemplated by the most enthusiastic friends of its earlier days.

Business men can find neither strength nor time to do all their writing with a pen; neither can they afford to have the correspondence done with a pen. The typewriter has come to their relief. Probably no invention of modern times has done so much to economize time, reduce expenses, and facilitate the dispatch of office business and lighten the labors of over-worked business, professional, and literary men as the typewriter. It is a valuable adjunct to the clerical worker in whatever pursuit he may be employed.

There has prevailed a great error hitherto in reference to the teaching of typewriting, and many schools are under the impression that all that is required of the operator is for him to understand the machine.

Experience and observation with us have confirmed the fact that there is as much necessity for competent instruction in typewriting as in any other part of the amanuensis' work.

This branch of the school is well equipped with the latest Smith Premier and Remington typewriters. Instruction is given in the proper manipulation of the keyboard in order that the highest rate of speed may be obtained. Special attention is given regarding the care in handling the machine, manifolding, mimeographing, etc.

Word exercises are first taught to familiarize the learner with the key-board, then writing from dictation for speed, the transcribing of shorthand notes, followed by the copying of law and legal forms, specifications, contracts. statements, and tabular work, etc. All work is corrected by the teacher in charge and a second copy required.

Special drill is also given in court work by dictating the evidence of famous civil trials. During the last few weeks prior to graduation, pupils are given practice in the office of the Principal in answering letters of inquiry and attending to the general correspondence.

Each typewriting student has a daily practice of one hour on the typewriter, and is thus able to secure during the course a degree of proficiency in all the requirements that will answer any reasonable demand. Special care is given to the study of correspondence in all its requirements, and especially in the proper use of words. At a prescribed degree of efficiency, the pupil is given practice in dictation on the typewriter in the same manner and for the same purpose as in shorthand.

Typewriting is a very important auxiliary to the shorthand writer, and is taught in connection with the shorthand course. Typewriting is a profession in itself, and good operators command high salaries. A complete course of typewriting is given to all pupils desiring to make it a specialty, at very low tuition rates.

Typewriting is very rapidly increasing in popularity, and successful shorthand writers must be expert operators on the typewriter. In fact, it is very desirable that every young person who expects to do office work should have a practical knowledge of typewriting and be enabled to successfully operate any of the leading machines. A large majority of business offices are introducing typewriters, and are combining the two arts of Shorthand and Typewriting in one position.

Students in the Shorthand Department are given ample opportunity to become good writers on several of the leading machines now in use. A few students make a specialty of typewriting alone, while all shorthand pupils receive such instruction and practice as will enable them to become expert writers, capable of producing transcripts of all kinds, including business letters and documents, in a pleasing and attractive form.

With the increasing popularity of the typewriter we find the public becoming more and more critical in their demands for perfect work, hence we drill our pupils thoroughly in the production of results which are absolutely correct, and make them realize that errors cannot be tolerated.

The Most Efficient Methods of Touch Typewriting.

Especial attention is given to Touch Writing, by the Van Sant and Barnes systems.

The good opinion of us begins at home.

DEPARTMENT OF Penmanship

This department is offering superior advantages, and is under the immediate supervision of an instructor of five years' successful experience.

A rapid, legible handwriting is absolutely necessary to the completion of a business or collegiate education. As an individual accomplishment it often leads to as great success as many other important attainments. All occupations in life demand legible and rapid penmanship, consequently an acquaintance with the art is very necessary.

In order that commercial students may be thoroughly qualified for a successful business career, they should command the ability to write a plain, rapid, legible hand. This part of a business course is an accomplishment attained only by a small percentage of business college graduates, notwithstanding the fact that it is one of the most valuable accomplishments in any vocation in life.

The School of Business places the highest estimate upon its course of business penmanship, and has provided such instruction as will give as complete a course in business or ornamental penmanship as is offered in schools which made a specialty of this branch. Only skillful and practical penmen are employed. The Principal of the Department, Mr. B. F. Karnes, is an instructor of several years' experience, and the skill which he has attained in ornamental penmanship ranks with, if not surpasses, the best penman of the day.

Methods which are natural and scientific are employed, and the most practical results are obtained by daily instruction and drill. These methods are based upon the most practical and effective combinations of movement exercises leading to the production of perfect forms. Easy movements are adopted which give the pupil free and rapid motion to hand and arm, while special attention is given to position and muscular exercises, which will produce the best results. As the student advances (if ornamental penmanship is desired), more difficult combinations are taught and the pupil is finally merged into an ornamental penman. The more freedom attained in the rapidity of movement the more the student is enabled to produce perfect and legible forms. Pupils who only desire a business handwriting are greatly benefitted by taking the ornamental course.

Through the instruction given in this department, that cramped and stiff position and movement, which is so common with the average pupil, is entirely eradicated, and quick, rapid, legible movements given in their place.

Under such improved instruction, class work in penmanship becomes more of a pleasure than a task. Pupils are instructed to pass quickly from one movement exercise to another of a different kind, dictated by the instructor. In this manner, confidence and skill are rapidly given to all pupils. Penmanship, when properly taught, can be made an intellectual exercise which is beneficial to all. Through certain movements and intricate forms, the brain is required to exercise its functions in the same degree as the mental efforts required in the study of the different sciences.

Notwithstanding all this we will admit that some pupils naturally adapt themselves to the art of penmanship, and become what is sometimes called "natural penmen," yet we affirm this statement: that none are so dull and awkward but they may acquire the ability to produce legible writing in a short period of time, providing they make it a study, guided by daily drill.

Characteristic Features of Writing.

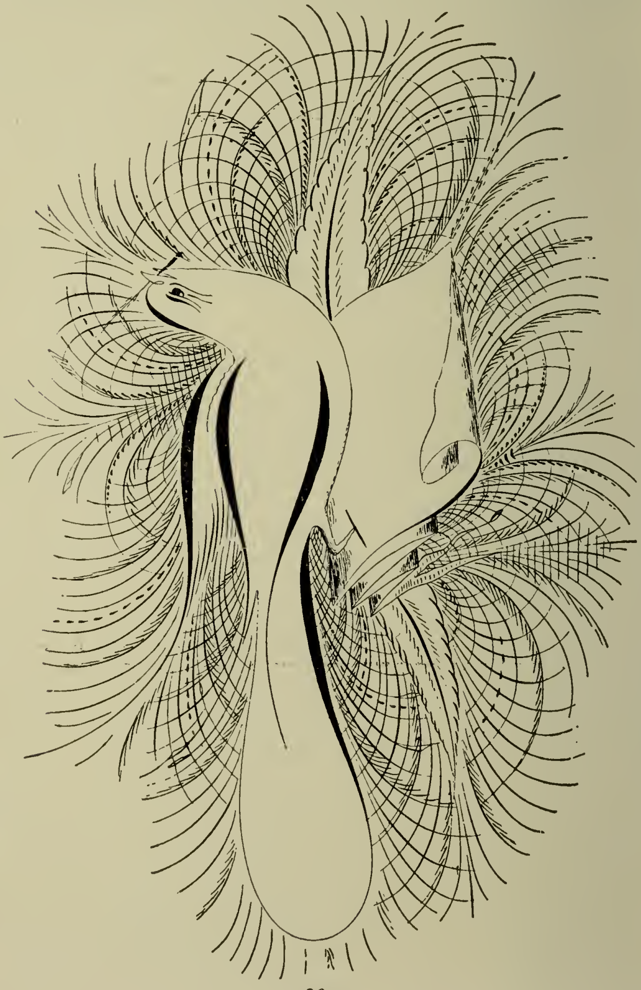
Writing is naturally characterized by two prominent features, viz: the theoretical and practical. A definite knowledge of form is involved in the theoretical, combined with a ready conception of the elements and various principles which enter into the construction of letters and their relative proportions and proper combinations. The practical feature is the application of certain rules and the execution of various forms, prescribed by an artistic mind and cultivated taste. In penmanship there must be a simultaneous operation of mind and muscles, and the imperfect development of one will retard the successful operation of the other.

Our mode of instruction is to give daily lectures, combined with blackboard illustrations, frequent reviews and drills, with a view that a clear knowledge shall precede training and practice.

Each student is directed in that most valuable of all means of advancement, the ability to criticise and improve his own writing. His defects are made plain to him, and the means of remedy clearly shown. Under such progressive and enlightened instruction, combined with such efficient and inspiring influence and an intelligent effort at self-improvement, the student's advancement is substantial and rapid.

Among the special features of our instruction which deserve enumeration are the maintenance of correct position, muscular movement, extensive practice for ease and uniformity, form practice for legibility, abbreviation of capitals for brevity and beauty, correct and rapid figure making. The department holds to the strict demand of the times for plain, legible, rapid business writing, and does all that can be done to secure an excellent degree of elegance.

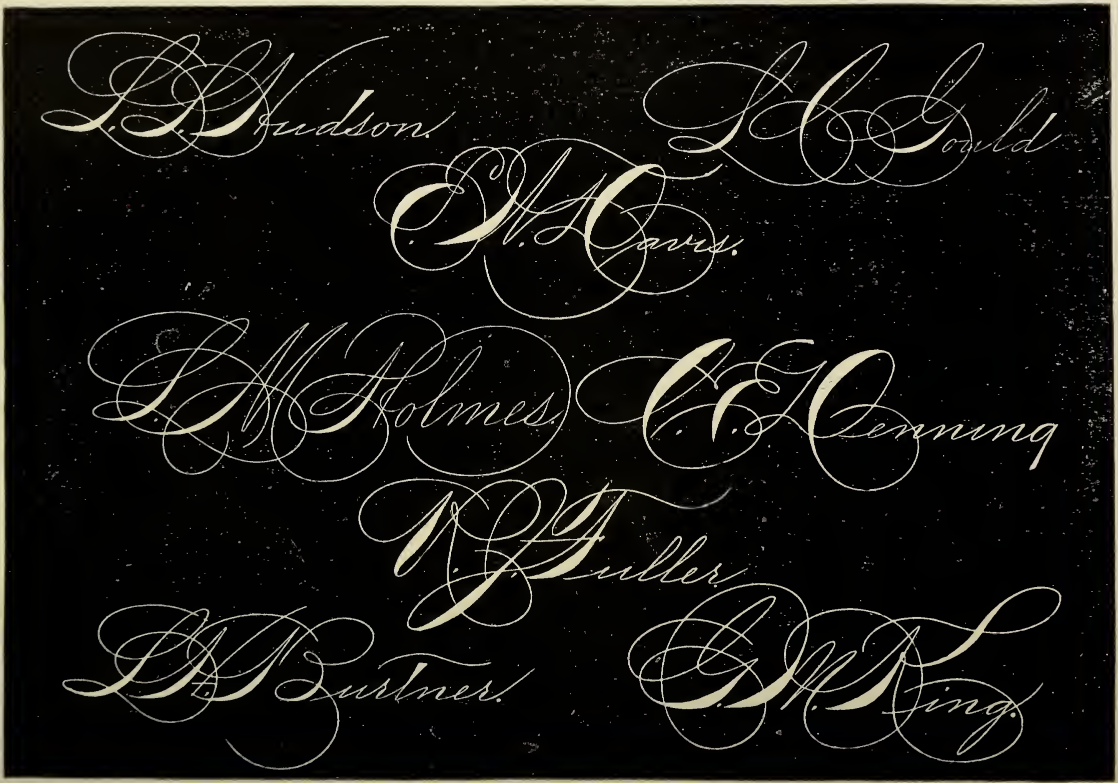
Good character is property. It is the noblest of all possessions.



Writing—the mouthpiece of every profession, trade, calling or vocation.

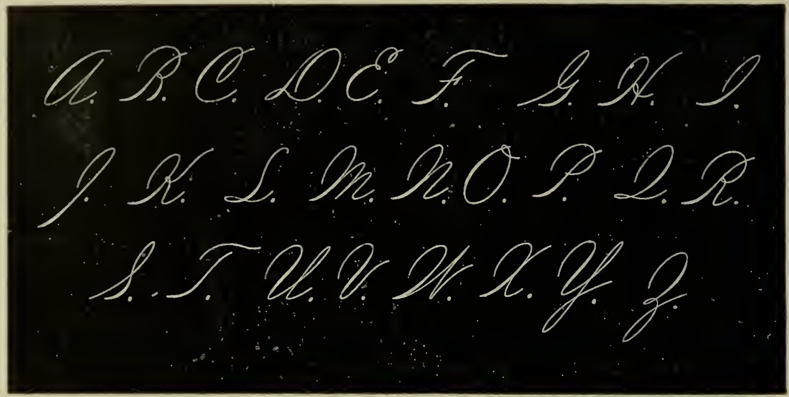
A REPRODUCTION OF A SPECIMEN OF ORNAMENTAL PENMANSHIP.

Learning is wealth to the poor, honor to the rich, and a support and comfort to the aged.


L. B. Hudson.
S. A. Gould
E. W. Davis.
L. M. Holmes.
C. E. Denning
R. J. Fuller.
L. A. Burtner.
G. M. King.

A REPRODUCTION OF FLOURISHED SIGNATURES.

Order and method make all things easy.


A B C D E F G H I
J K L M N O P Q R
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BUSINESS CAPITALS.

BUSINESS PENMANSHIP COURSE.

This course is adapted to the wants of all pupils wishing to acquire a rapid, legible handwriting. It is given in connection with the Business Course. Flourishing in all its forms is dispensed with. Special attention is given to abbreviated capitals and to the aversion of unnecessary strokes consistent with legibility.

All penmanship pupils are taught to write a plain hand; afterwards, if it is desired, we give them the ornamental course. In the Business Penmanship Course, we avoid all the superfluous lines commonly called flourishes, and demand from every pupil a style which possesses individuality, neatness and legibility. These attainments are acquired by giving special attention to position and movement as stated above.

Each full course pupil is required to spend at least two hours each day in the study and practice of penmanship, in the regular penmanship classes. He is requested to devote as much time as possible to private practice at odd hours of the day. The results obtained by these methods are very satisfactory to the most scrupulous critics of the art. A legible, rapid business hand always possesses a commercial value of its own; therefore, we place upon business writing the stamp of importance which it requires.

Young men applying for a position are often enabled to secure lucrative places by reason of their plain business writing. An applicant with this attainment invariably receives a preference, even when he appears to be unequal to other competitors in many ways. Writing is usually accepted as an index to educational attainments, in young persons, and anyone with this attainment demands marked attention, and an impression is given which has an important bearing in the final selection of a clerk, secretary or bookkeeper.

ORNAMENTAL PENMANSHIP and DRAWING COURSE.

This course has for its object the successful execution of artistic penmanship, such as all forms of ornamental writing, combination of capitals, fancy card writing, flourished animal and bird drawing, and all kinds of artistic pen work.

In class drill, pupils are guided by fresh pen-written copies direct from the pen of the instructor, combined with blackboard illustrations.

Such attention is given to each pupil in this course as will insure a rapid improvement in the attainment of a high grade of ornamental and artistic penmanship.

Students who master this course become available as instructors for a number of desirable positions which are constantly open in colleges, public and normal schools.

ENGROSSING AND LETTERING.

The Principal of this Department has completed a special course in Engrossing and Lettering in a school especially designed to give the best instruction obtainable in this very important branch of pen art. The latest methods are given for imparting a complete knowledge of engrossing memorials, resolutions, and many designs of fancy lettering suitable for Letter Heads, Bill Heads, and Envelopes. This course should be taken by all pupils taking the Ornamental Course in Penmanship.

MISREPRESENTATION IN PENMANSHIP.

Perhaps no branch of a Business Course is so much misrepresented as that of Penmanship. The so-called leading Business Colleges exhibit in their catalogues fancy designs of bird flourishing and combination of capitals, claiming that they are facsimiles of the original designs, whereas, the designs are perfected by a hand engraver. The superiority of the designs and the work done in the Penmanship Department of our School is recognized as excelling the work of the leading schools of penmanship in the United States.

All the flourished designs in this circular are exact representations of the original, and for a proof of this statement we have at our office

He who waits for dead men's shoes may have to go a long time barefooted.

SECTIONAL VIEW OF PENMANSHIP DEPARTMENT.

for inspection, the original copies. No School of Business in America is making better penmen.

TEACHERS' COURSE.

A particular feature of this department is to give all pupils who desire to teach the art, either as a vocation or as a teacher in public or private schools, an opportunity to systematically prepare themselves to impart to their pupils a practical knowledge of the principles of penmanship.

Many persons study and practice penmanship for a long time by the various systems and thoroughly acquaint themselves with all that pertains to the theory, and eventually execute beautifully the forms which they have taken so much pains to learn—yet are ignominious failures as teachers. Why? Because they are ignorant of the most successful modes of organizing and conducting classes; they are not acquainted with the correct manner of governing classes of the art; they have never reduced to language their ideas of writing, and are unused to demonstrating and explaining the art, (this is true of many teachers in the sciences;) they are not yet competent to teach, and to undertake it is to but partially succeed or utterly fail.

The slate blackboards lately added to the Penmanship Department are especially adapted to this branch of the course.

The course embraces such a drill and discipline as to correct all the above named deficiencies, and enables the pupil to feel a degree of ease and self-confidence, when called upon to appear before the class and conduct the same, as one who has had experience. To attain this important end, all the members of the teachers' class are required to meet at least twice each week at a specified hour, when one member of the class, by previous appointment, takes charge of the class, and having taken a position at the blackboard, prepares a copy of exercise, analyzes and illustrates them, after which the class is drilled as to the time in which the form should be made, etc. No member will be required to conduct the class in this manner until his practice has been sufficient to render him competent This class also receives from time to time valuable suggestions as to the best manner of organizing classes, including class government. This drill is as beneficial to an office penman as a teacher. No pains will be spared to fully carry out the design and aim of this course. We desire to qualify persons to successfully teach this important branch of education, and at the same time to acquire a rapid and beautiful style of business writing, in the shortest possible time.

We frequently receive applications for teachers of penmanship in the public schools, and we secure desirable positions for our students.

Experienced teachers are always in great demand, and can readily find employment. This course is designed to give actual experience as an instructor in penmanship.

LADIES' COURSE

Every attention is given to the instruction of ladies in their peculiar style of penmanship, the aim being to make them systematic and elegant writers. A large number of ladies are now in attendance.

PORCH AT MONNETT HALL.

DEPARTMENT OF ADVERTISING.

During the past college year, there has risen an urgent demand from both business men and pupils for a course in advertising. Twentieth century business methods require a general knowledge of this art. No business can be thoroughly and rapidly developed without the publicity obtained from systematic and judicious advertising.

Business School and Business College managers are rapidly recognizing the importance of providing instruction for their schools in the art of advertising. In order to meet these demands, the University has engaged the services of Mr. George Clausing, who, at considerable expense, time and study, during the past three years, has prepared himself to give a course of modern instruction in this art. He has completed a course from one of the leading schools in the middle west.

Courses in advertising are usually given by correspondence, which, at all times, is a very unsatisfactory way of pursuing courses of any kind of instruction.

All pupils of the School of Business who are anxious to know more about advertising, now have the privilege of taking a course at a nominal expense, in connection with either of the regular courses offered.

A good writer of advertisements is an artist of peculiar merit, and able to command a very high salary. He must have a liberal education. He must know people and men. He must be a good judge of human nature. Leading dry goods and clothing merchants in the east and middle-west pay salaries ranging from $1500 to $10,000 per year to men who devote their entire time and attention to the daily advertising. An ordinary bookkeeper or stenographer can often render invaluable aid to his employer by being able to assist in composing advertisements. Advertising is closely affiliated with all business pursuits.

Mr. Clausing, with his years of experience as a traveling representative to several leading manufacturing establishments of the central west, is amply equipped for imparting instruction for a very thorough course in this art. Our lessons encompass the best ideas of a large corps of successful advertisers, and the student who masters them will have an excellent idea of what constitutes a good advertisement.

ENGLISH COURSE.

Among the many advantages offered in the School of Business is the opportunity afforded to all pupils who are deficient in the proper use of English to make a thorough study of the same, both in the written and spoken.

Many applications for enrollment in business colleges are found deficient in English branches. All pupils found deficient in this respect are advised to take one or more English studies, in connection with the course selected in the School of Business. The aim of the department is to give definite and effective drill in all English branches, as have direct connection and reference to a Business Course, and actual work in life. Any desired combination may be made by pupils from the following branches: Practical Grammar, Rhetoric, Composition, Commercial Law, Commercial Arithmetic, Rapid Arithmetical Calculations, Business Correspondence, Penmanship, Spelling, etc. The drills in Commercial Arithmetic and Arithmetical Calculations are given twice each week, having in view accuracy and speed. They include clear and simple explanations of the principles of Percentage, Profit and Loss, Simple and Compound Interest, True and Bank Discount. Abbreviated methods in these principles are substituted for the usual lengthy and complicated methods found in the average Commercial Arithmetic.

RUINS OF OFFICE IN ELLIOTT HALL.

"Invoicing" in the Department office, after the fire in Elliott Hall, on July 4th, 1903 The building was restored during the following August.

THE SCHOOL OF BUSINESS IS EQUIPPED WITH NEW FURNITURE AND FIXTURES.

REASONS WHY YOU SHOULD TAKE A COURSE IN THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

1. The Ohio Wesleyan School of Business is a well organized Commercial Department, adapted to all modern requirements. The apartments are large, furniture new, teachers able and thorough. Tuition rates are the lowest. Modern methods are taught. University advantages.

2. A business education pays the best of any, because it is practical.

3. A commercial training is useful to the farmer, physician, lawyer, minister, teacher and all professions.

4. A business course stimulates energy and self reliance, and is a good start to young men on a sure road to success.

5. A knowledge of the forms of drafts, notes, checks and the laws

governing such papers, may, in the future, save you, in a single transaction, ten times the price of the tuition for a complete course.

6. "Ignorance of the law" excuses no one. How about your ignorance of business and its methods?

7. Our forefathers believed that all boys should learn a trade. A business course is a trade, and will assist every individual to succeed in the world.

8. James A. Garfield once said: "Business Colleges furnish graduates with a better education for practical purposes than Princeton, Harvard or Yale." This statement is worthy of careful deliberation.

TO PARENTS.

Parents who desire their sons and daughters to enter a reliable business training school, are earnestly advised to communicate with us. In this school you have the assurance that the moral as well as the intellectual welfare of your children will be carefully looked after by the Faculty of the University, and that no effort will be spared to equip them for future usefulness.

WILL IT PAY?

The fact that few positions of trust and responsibility are held by uneducated persons is evidence that an education is very valuable, and that it is a necessary requisite for everyone who wishes to enjoy the confidence of his fellows, or attain to any responsible position in life.

A business training is a practical kind of education; it satisfies the urgent requirements of the great mass of the young people of our country by insuring to them a safe means of support, and by paving the way to high and noble fields of usefulness. Teachers of commercial branches are in great demand. The School Board of Cleveland, O., has organized a commercial department in the public schools of the city. Columbia College has instituted a commercial department.

In view of another fact that we are now living in a commercial age, when the essential requirement of the hour for the farmer, mechanic, the laborer and men of all professions, is a knowledge of business, we believe that no young person can afford to be without a business education, especially as it involves so limited expense to secure it. We at once conclude that it certainly DOES PAY.

DUE CONSIDERATION.

This circular is designed to give an outline of the various courses, and the several branches taught in each, in the School of Business of the University. If the reader, after reading and weighing the facts herein presented, is interested in the subject of a business education, we ask you to further investigate the honesty of our claims. We desire to prove to you that we are deserving of your patronage. Write to us for any further particulars not mentioned in this circular or catalogue. Our school is open during the entire year, and we are always ready to cheerfully give any information.

COURSES AND TUITION RATES.

(PAYABLE IN ADVANCE.)

I. BUSINESS COURSE.

The Business Course embraces Bookkeeping, (Single and Double Entry) Banking, Business Practice, Business Penmanship, Commercial Law and Commercial Arithmetic.

Tuition for a nine months' scholarship	$30.00

Single Studies in Business Course.

Bookkeeping complete with one daily lesson in Business Penmanship	$18.00
Business Penmanship, one college term, five hours per week	5.00
Business Penmanship, one college term, ten hours per week	8.00
Commercial Law, one college term (12 weeks)	4.00
Commercial Arithmetic, one college term (12 weeks)	3.00
Bookkeeping. or Banking, per week	2.00
Business Penmanship (2 daily lessons), per week	1.00
Commercial Law (3 lessons) per week	.50
Commercial Arithmetic, per week	.50

II. SHORTHAND AND TYPEWRITING COURSE.

This course embraces Shorthand (Eclectic) Correspondence, Dictation and Type writing, including use of machine

Tuition for a nine months' scholarship	$25.00

Single Studies in Shorthand and Typewriting.

Shorthand, one college term (12 weeks)	$12.00
Shorthand, next succeeding college term	8.00
Shorthand, per week (daily lesson	1.50
Typewriting and Correspondence complete	10.00
Typewriting and Correspondence, one college term	7.00
Typewriting and Correspondence, next succeeding college term	5.00
Typewriting and Correspondence (daily lesson). per week	1.00

III. ORNAMENTAL PENMANSHIP AND LETTERING COURSE.

This course embraces Plain and Ornamental Penmanship, Business Writing, Flourished Capitals, Combination Capitals, Italics, Scrolls, Flourished Birds and Animals, Engrossing, and all Fancy Lettering.

Tuition for a nine months' scholarship	$25.00

Single Studies in Course III.

Business (Plain) Penmanship, complete	$10.00
Plain and Ornamental Penmanship, complete	15.00
Engrossing and Lettering, complete	5.00

IV. ADVERTISING COURSE.

This course embraces a full and complete drill in the theory and practice of advertising.

Tuition for a complete course scholarship	$10.00

He that would climb the ladder must begin at the first step.

GENERAL INFORMATION.

(Read carefully before writing for further information.)

Time of Entering.

Pupils may enter at any time with equal advantages. New classes

COMBINATION OF COURSES.

Courses I andII (when taken at the same time)	9 months'	scholarship	..$40.00
Courses II and III,	"	"	.. 35.00
Courses II and IV,	"	"	.. 30.00
Courses I and IV,	"	"	.. 35.00
Courses I, II and III,	"	"	.. 50.00
Courses I, II and IV,	"	"	.. 45.00
Courses I, II, III and IV,	"	"	.. 55.00
Courses IV, including a complete course in Typewriting			.. 18.00

Either one, all, or any combination of the above Courses may be taken by a pupil. The vast majority of pupils enroll for one or more of the Combination Courses

SPECIAL WORK.

Business (Plain) Penmanship, thirty lessons	$ 3.00
Ornamental Penmanship. thirty lessons	4.00
Typewriting, one month (one hour daily lesson)	3.00
Automatic Lettering, including pens and ink	5.00
English Branches, each per term hour of 12 weeks	1.00

The tuition is the only expense attached to the Department in addition o books and materials, which are furnished at reasonable rates, at the Department office

No matriculation, incidental or scholarship fee is charged pupils taking Commercial Course only.

years.

Holidays.

The holidays observed are Saturdays, Thanksgiving Day, Christmas week (including Christmas and New Year's Day), February 22d, May 30th, and July 4th.

Qualifications for Entering.

A fair knowledge of the ordinary English branches is sufficient prove to you that we are deserving of your patronage. Write to us for any further particulars not mentioned in this circular or catalogue. Our school is open during the entire year, and we are always ready to cheerfully give any information.

COURSES AND TUITION RATES.

(PAYABLE IN ADVANCE.)

Tuition for a nine months' scholarship	$25.00

Single Studies in Course III.

Business (Plain) Penmanship, complete	$10.00
Plain and Ornamental Penmanship, complete	15.00
Engrossing and Lettering, complete	5.00

IV. ADVERTISING COURSE.

This course embraces a full and complete drill in the theory and practice of advertising.

Tuition for a complete course scholarship	$10.00

He that would climb the ladder must begin at the first step.

GENERAL INFORMATION.

(Read carefully before writing for further information.)

Time of Entering.

Pupils may enter at any time with equal advantages. New classes will be organized in Bookkeeping and Shorthand on or about the first and fifteenth of each month, in order to accommodate *new pupils.* The Penmanship classes can be entered during any day session of the year. The college terms commence as follows: Fall term, 1903, September 16; Winter term, 1904, January 6; Spring term, 1904, March 30; Fall term, 1904, September 17; Winter term, 1905, January 7.

Board and Room.

Living expenses in large cities (where private schools and business colleges are generally located) are high, while in Delaware, living expenses are comparatively low. Board may be obtained at from $1.75 to $2.50 per week and even less. The rent of a furnished room amounts to from 50 cents to $1.25 per week for a student. Hence we can offer a better business course for less money than any other first-class business school.

School Sessions.

Sessions are held from 7:50 a. m. to 11:30 a. m., and 1:30 p. m. to 4:00 p. m., five days of each week. The Principal or Secretary will be found in the Department office from 9 to 11 a. m. on Saturdays.

Vacation.

We endeavor to observe an annual vacation from August 15th to the commencement of the regular fall term of the University, which embraces the dates of September 15th to 20th of each year. This vacation, however, has not been observed but once during the past three years.

Holidays.

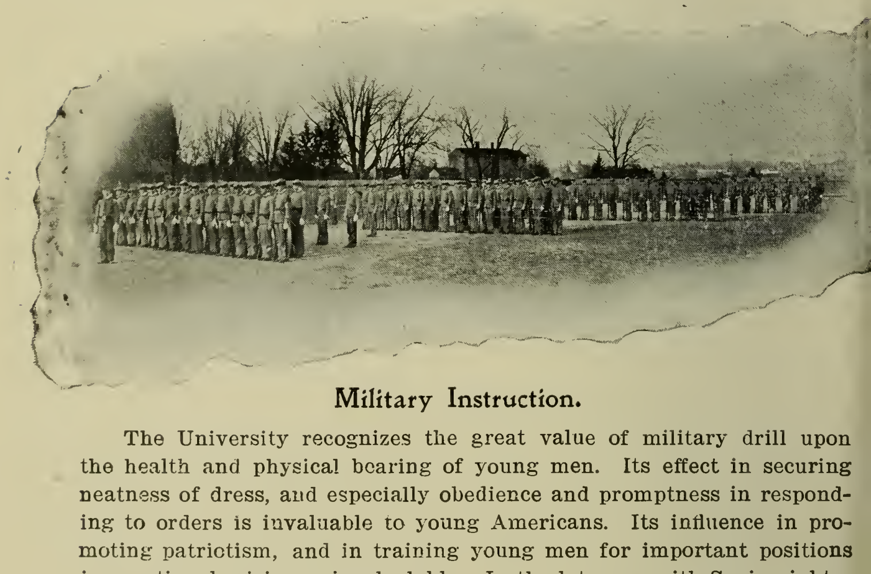
The holidays observed are Saturdays, Thanksgiving Day, Christmas week (including Christmas and New Year's Day), February 22d, May 30th, and July 4th.

Qualifications for Entering.

A fair knowledge of the ordinary English branches is sufficient qualification for the Commercial Course. Any deficiency in this respect, if not radical, can be remedied by special training. Applicants are requested to bring their grades obtained from the school which they formerly attended. Each student should also bring a certificate of good moral character. We exercise a jealous watchfulness over the conduct of pupils entrusted to our care.

Advantages and Privileges of Commercial Students.

Commercial students are given free access to the University Library, containing many thousand volumes, and the Free Reading Room, containing the various leading daily papers and numerous periodicals. The advantages offered here for literary culture and general information are unsurpassed. Students of the School of Business also have the same privileges of the Gymnasium as all other students.



Military Instruction.

The University recognizes the great value of military drill upon the health and physical bearing of young men. Its effect in securing neatness of dress, and especially obedience and promptness in responding to orders is invaluable to young Americans. Its influence in promoting patriotism, and in training young men for important positions in a national crisis are incalculable. In the late war with Spain eighty-one cadets or graduates who had been cadets, entered the army, of whom twenty-eight were commissioned as officers in the Volunteer Army. The companies meet for practical or theoretical work three hours a week. Cadets must purchase uniforms, the cost of which should be noted in making an estimate of expenses. Complete uniforms cost from $10.00 to $18.00. They are neat and durable, and are often worn continuously. NO CHARGE FOR INSTRUCTION.

Better be upright with poverty than wicked with plenty.

Time Required to Complete the Course.

It usually takes five or six months of close study to complete the Commercial Course. It can be done in less time; it depends upon the knowledge and previous training of the pupil. The more knowledge one has, the better fitted he will be for the work and proportionally less time required for the completion of the course.

Shorter Courses.

It is not necessary that a student should stay the required time, nor even that he should complete any of the given courses in order to be benefitted by the instruction.

Students will be admitted at any time for either of the courses or for any of the branches in either course. Nine months' scholarships are issued for each course, or any combination of them. *The 9 months Scholarship* gives the pupil privilege to return *at any time* in the future and receive the course free of charge

Diploma and Certificate.

Pupils who complete either course and pass the required examinations are granted diplomas, the cost of which will be $2.00. Those who take a part of the course are given a certificate covering the branches pursued.

Obtaining Situations.

We endeavor to place in good positions graduates who have good qualifications, but we make *no promise* to do so in any given case. Any school which guarantees a position to a pupil upon the completion of a course, simply holds out a bait of fraud and deceit.

Our chief business is that of imparting knowledge, combined with a watchfulness over the welfare and best interests of pupils. We freely and gladly assist our graduates to obtain employment, and we have facilities which are rapidly growing in this important branch of our work. Those who come and QUALIFY THEMSELVES are never unable to obtain an opportunity to use their knowledge.

During the past two years every pupil who completed courses I and II, secured a good position. In fact we were unable to fill all applications for bookkeepers, stenographers and office help.

In school, as in army, discipline is essential to existence.

Payment of Tuition.

With but few exceptions we require the tuition to be paid in advance, and *no scholarship will be transferred or taken back*, as our school is in continual session twelve months of the year, and we stand ready and willing to perform our part of the contract at all times.

Attendance

As commercial students are members of the University the same as other department students, they are required to be regular and punctual in attendance. Each teacher keeps a class book in which a record is kept of the attendance of each pupil, together with the progress made in all branches pursued. Parents and guardians, upon application, will have this record mailed to them from time to time.

Class Instruction

There are classes and daily recitations in each of the various principal branches taught. In Shorthand and Bookkeeping it has been found necessary to have from three to four classes, so that new pupils may enter the school *at any time* and be accommodated with classes to suit their knowledge in each branch. Private instruction is given at any time to all who desire to commence any branch from the beginning.

Discounts.

When two or more pupils from the same locality (outside of Delaware county), purchase scholarships, at the same time, each will be allowed a reduction of five per cent. from the catalogue prices. When three or more enter from the same locality at the same time, a reduction of ten per cent. will be allowed. Rates for "*combination courses*" will be found under "Courses and Tuition Rates," in this catalogue.

Text-Books, Blanks and Stationery.

The cost of text-books, blanks and stationery depends upon the course taken. The outfit for the Business Course will cost from $10.00 to $12.00 The outfit for a course in Stenography and Typewriting will cost about $4.00. The entire cost for any combination of courses will not exceed $15.00 complete.

Where to Go, on Arriving at Delaware.

The office and main apartments of the School occupy the third floor of Elliott Hall, the large red frame building on the University grounds on South Sandusky street.

Upon arriving in the city, at either of the three depots, pay no attention to checked baggage, but retain the checks until you have selected your room. (Ladies, however, should order their baggage taken to Monnett Hall, unless it is desired to take quarters with some relative or acquaintance.) Take a street car and direct the conductor to take you to the University. Upon arriving at the University grounds, come directly to the office of the Principal at Elliott Hall. Having made preliminary arrangements, a room and boarding place is selected, and satisfactory arrangements will then be made for the transfer of baggage to your room.

Students arriving at night, or after school hours, will find good accommodations at either of the several hotels in the city.

Each student coming to our school should bring a certificate of good moral character for matriculation purposes. A student coming from another college must bring a letter of honorable dismissal.

Additional Information.

We desire that applicants have *no hesitancy* in writing for information concerning the School. Write to us as frequently and freely as is desired concerning general or detail information. The more thoroughly prospective pupils understand beforehand what is expected of them while students in the University, the better we are pleased and the better satisfaction is attained at all periods of the course.

Testimonials, Merits, Reputation.

The management does not think it necessary to publish testimonials in this catalogue as to the merits of the School of Business, or the success and reputation of its instructors. We have them in sufficient numbers to fill this publication. Anyone who desires proof of the ability of the school and its management through the channel of testimonials, we shall, upon request, mail them a special list, and also refer them to over two thousand five hundred former pupils and graduates who have taken a course under our instruction—a great portion of whom are now filling positions of trust and responsibility in business offices.

The department neither boasts of *the finest college office* in the United States, nor of the School *alone qualified* to impart a business education. In order to gain notoriety and patronage, some business college proprietors whose schools are equipped with deficient instructors are prone to make some of the above utterances their chief advertisement.

Modern and practical methods have been adopted and first-class text books selected, living teachers employed who are well tested and possessed with large experience. This school offers first class facilities, thoroughness, college privileges—a University Library, Gymnasium, Athletic Field, and a Pleasant College Home.

He that blows in the dust will fill his own eyes.

A FEW FREQUENT QUESTIONS ANSWERED.

(Please study carefully before writing for further information.)

When can I enter the school? On any business day of the year.

What are the requirements for entering? An ordinary English education; yet pupils who are deficient in any branch will have an opportunity of studying such branches.

Is there an Examination upon entering? None; yet you should bring your grades from the school which you last attended.

What can Board and Room be gotten for? From $1.75 to $2.50 per week and upwards. A vast majority of our pupils board in clubs at $2.25 per week. Better board is obtained in this way than is given in the best boarding houses. Excellent furnished rooms are rented from 50 cents, 75 cents, to $1.00 per week. Heat and light should not cost over 25 cents per week.

What do you mean by a nine months' Scholarship? Upon payment of the specified tuition for any given course or combination of courses on entering, the pupil is given a scholarship covering nine months' instruction in the branches named thereon. This period is amply sufficient to enable any one to complete the branches. In fact, not two per cent. of the pupils who enroll in our department ever take advantage of the entire period named on their scholarship. The time mentioned on the scholarship need not necessarily be used up continuously. The pupil may take a part of the course or even complete the same, yet afterwards be privileged to return for review and use the balance of the time remaining on the scholarship.

Do you guarantee Positions for your Graduates? We do not. No reliable and honorable business college *ever guarantees positions*. Why should they guarantee their graduates positions any more than dental, medical or law schools? Gamblers and adventurers, on their seeming honesty and hypocrisy, make their game appear plausible to the unwary. WE DO GUARANTEE TO GIVE THE MOST THOROUGH AND PRACTICAL INSTRUCTION IN ALL BRANCHES TAUGHT

Are your graduates successful in obtaining Positions? During the past year we have been unable to fill but a small percentage of the calls for positions as stenographers, bookkeepers, and instructors of commercial branches in colleges and high schools. All who complete Courses I and II have no trouble in securing work. During the past college year every pupil who completed these two courses, as outlined on page 6 of the catalogue, is now occupying a lucrative position, and we have had a very large number of calls for positions which we were unable to fill.

Are you required to take all the Studies outlined in any of the given Courses? No. You are privileged to select such studies, from any of the courses as you may desire. Combinations not outlined in our catalogue are constantly being made by pupils, and the charge for the same may be learned when you submit the list of studies to the Principal.

Is the School of Business a part of the University, and are its Students Subject to the same Rules, Regulations, and Privileges? The School of Business is a sub-department of the University, as are the Musical, Medical, Art and Military Departments. Its pupils are under the same rules and regulations, and have the same privileges as the literary students.

What length of time is required to complete a Course? We can not answer this question until we know the course or combination of courses you desire to pursue. Even then the ability of the student shortens or lengthens the time required to complete the course. We require all students to take a sufficient number of studies to keep them busy. We do not advise any pupil to make a specialty of any given branch, yet many former students have done so. *Courses I and II, which are taken by a majority of our students,* should be completed in from six to eight months, and pupils who are quite well advanced in their English studies are enabled to complete it in less time. Course I, when taken alone, may be completed in eighteen or twenty weeks; Course II in five months.

While taking Studies in the School of Business, are you permitted to take Studies in the other Departments of the University, and if so, at what additional Expense? Yes. If the studies are in the Musical, Art, Military, or School of Oratory Departments, a special fee is charged for the studies taken. If the branch belongs to the Academic, Preparatory or Normal Departments, or to the Literary Course, you are charged $1.00 per term hour for such studies. A *term hour* is a recitation given one or more times per week during the college term, which is twelve weeks long; that is, if there are two recitations per week given in a branch, the fee will be $2.00 per term; three recitations per week, $3.00; four recitations, $4.00, etc.

Do you have Terms in the School of Business? No; not with the regular course pupils. We use the word "Term" for the accommodation of pupils of other departments of the University, as their regular studies are outlined by the term. Regular course pupils are requested, so far as is convenient to them, to enter about the 1st or 15th of each month, as new classes are organized in all studies on or about these dates. Pupils who enter at any time between these dates are given *private lessons* until they are able to join a class. New classes are organized in all branches at the commencement of each College Term.

Is a pupil enabled to take the Business, Shorthand and Typewriting Courses at the same time? Yes. A large majority of pupils take *this combination of courses* in order to have full work. We advise all to take this combination of courses. It will better equip you to accept any clerical position which may be offered. The average pupil has no trouble in mastering the work, as the course is divided to meet the time and convenience of the pupil.

HALL OF SCIENCE. WHITE SULPHUR SPRIN

A Few of Our Former Pupils.

WHAT THEY ARE DOING AND THE BUSINESS HOUSES EMPLOYING THEM.

Anderson, Ira O., Manager, Art Co., Sidney, O.
Aigin, Anna M., Bookkeeper and Stenographer, Pittsburg, Pa.
Alexander, Mary E., Instructor of Penmanship, public schools, Gallipolis, O.
Buckingham, L. H., Bookkeeper, Marseilles, O.
Bird, Mary S., Bookkeeper and Stenographer, Marting Iron & Steel Co., Ironton, Ohio.
Boyd, E. W., Bookkeeper, J. C. Roane Planing Mill, Weston, W. Va.
Beatty, A. W., Auditor, Belmont Co., St. Clairsville, O.
Biddle, Harry, Bookkeeper, Biddle Bros., Parkersburg, W. Va.
Banks, Rolla, Teacher, Coshocton, O.
Beathard, Chas. L., Bookkeeper and Stenographer, Columbus, O.
Brittain, Mrs. Maud, Stenographer, Carter Chemical Co., Delaware, O.
Bowker, Don G., Stenographer, Norwalk, Cal.
Barrett, F. W., Bookkeeper, Spring Valley, O.
Bennett, C. T., Attorney-at-Law, Houston, Tex.
Beathard, Grace, Stenographer, Pataskala Insurance Agency, Pataskala, Ohio.
Berger, Gertrude H., Stenographer, Columbus, O.
Barrett, Roberta, Bookkeeper, Hooper, Col.
Bratton, Mrs. Myrtle A., Secretary and Stenographer, Morristown College, Morristown, Tenn.
Caris, I B , Stenographer, Cleveland, O.
Caris, A. G., Bookkeeper, Columbus, O.
Carter, Nora C., Stenographer and Bookkeeper, Chicago, Ill.
Casto, Dr. D. D., Physician and Surgeon, Ripley, W. Va.
Cunningham, J. E., Principal Commercial Department, West Virginia Conference Seminary, Buckhannon, W. Va.
Clipp, Wilber L., Bookkeeper, B. & O. Ry. Co., Bellaire, O.
Chadwick, Guy C., Stenographer, S. Cumberland, Md.
Campbell, Herman R., Stenographer, National Cash Register Co., Dayton, O.
Carhart, Fred L., Bookkeeper, Marion, O.
Case, E. B., Instructor of Penmanship, Nelson Business College, Cincinnati, O.

Clark, Florence C., Bookkeeper, Delaware, O.

Carter, R. S., Stenographer, Big Four Ry. Co., Delaware, O.

Davidson, C. M., with Westinghouse Mfg. Co., Pittsburg, Pa.

Davis, Anna M., Stenographer and Bookkeeper, Ohio Fire and Brick Co., Oak Hill, O.

Davis, W. F., Telegraph Operator, Chattanooga Southern Ry. Co., Chattanooga, Tenn.

Davis, Flora B., Assistant Postmaster, Upper Sandusky, O.

Dorward, I. P., Traveling Agent, Slatington Slate Co., Slatington, Pa.

DeYo, Roy C., Bookkeeper, Parkertown, O.

Elsom, Stewart, Freight Office, T. & O. C. Ry. Co., Marysville, O.

Ely, Ella, Bookkeeper, Delaware, O.

Friend, A. W., Merchant and Bookkeeper, Pleasantville, O.

Fletcher, M. A., Clerk, Exchange Bank, Mannington, W. Va.

Fuller, Myra L., Stenographer, Pittsburg, Pa.

Falkner, J. F., Bookkeeper, Central Ohio Paper Co., Columbus, O.

Gerhold, Chas., Bookkeeper, Mogadore, O.

Gibson, A. P., Mine Foreman. Harvey Coal & Coke Co., Bissell, W. Va.

Gessner, C. W., Bookkeeper, Government Office, Washington, D. C.

Griffiths, W. C., Bookkeeper, Granite City, Ill.

Hamner, E. H., Bookkeeper, The Shields-Wilber Co., Marysville, O.

Herr, Bertha, Bookkeeper, Bluffton, O.

Hiles, Stella M., Stenographer, Shelby Tube Co., Shelby, O.

Hewett, Carl C., Bookkeeper, Hewitt & Strevey, Sedalia, O.

Hills, L. C., Assistant Bookkeeper, V. T. Hills & Co., Delaware, O.

Hudson, Bessie, Bookkeeper and Stenographer, Chicago, Ill.

Hale, L. H., Bookkeeper, West Liberty, O.

Henderson, Zella M., Bookkeeper Delaware Supply Co., Delaware, O.

Hoskinson, Zoe E., Stenographer, Insurance Office, Columbus, O.

Jones, T. W., Bookkeeper and Stenographer, The Hall-Collins Hardware Co., Columbus, O.

Johnston, Robert A., Stenographer, General Foreman's Office, B. & O. Ry. Co., Washington, D. C.

Jenkins, D. H., Bookkeeper and Stenographer, Whistle Creek Mining Co., Knoxville, Tenn.

Johnston, Erma, Bookkeeper, Wilmington, O.

Kinney, D. N., Teacher of Bookkeeping, Staunton, Va.

Kibby, Chas. G., Instructor in Commercial Department, High School, Mt. Clemens, Mich.

Keys, H. H., Bookkeeper, Peach Orchard Coal Co., Peach Orchard, Ky.

Kirk, Mattie E., Stenographer, Bradner, O.

Kelso, Harry J., Stenographer, Greenfield, O.

Liggett, Ethel, Bookkeeper, Chicago, Ill.
Leyshon, J. A., Bookkeeper, New Straitsville, O.
McKee, J. Clyde, Bookkeeper, Falcon Iron and Nail Co., Niles, O.
McQuinn, Emmett G., Bookkeeper, Hoosier Mfg. Co., Albany, Ind.
Mortley, Dwight B., Traveling Salesman, The Ohio Cultivator Co., Bellevue, O.
Moist, Murray S., Bookkeeper, Geo. A. Clark Lumber Co., Delaware, O.
Mann., A. C., Teacher, Center Village, O.
Morgan, Thomas, Stenographer and Bookkeeper, Columbus, Ohio.
Marchant, R. W., Traveling Salesman, Woolson Spice Co., Toledo, O.
Neds, W. W., Stenographer, F. O. Shoedinger, Mfgr., East Long St., Columbus, O.
Nelson, R. C., Auditor, Ohio Co., Rising Sun, Ind.
Oswald, Tracy, Bookkeeper, Delaware, O.
Pender, Will F., Bookkeeper, Citizens' Bank, Napoleon, O.
Phillips, G. B., Druggist, St. Mary's W. Va.
Packard, Roy, Bookkeeper, Reedsville, O.
Packard, Clyde, of V. J. Packard & Sons, Reedsville, O.
Poole, W. O., General Manager, Findlay Lumber Co., East Prairie, Mo.
Rosser, Carl A., Bookkeeper, Arcanum, O.
Rice, Violetta A., Stenographer, Columbus, O.
Rosenburg, Miss, Bookkeeper, Delaware, O.
Randell, Marie, Bookkeeper, Delaware Ice Co., Delaware, O.
Roe, Irwin F., Bookkeeper, Day & Co., Allegheny, Pa.
Raine, Jessie E., Bookkeeper, Ironton, O.
Shaw, F. L., Stenographer and Bookkeeper, Chicago, Ill.
Spahr, Paul R., Manager, Illinois Life Insurance Co., Urbana, O.
Sharp, Denny, Stenographer, Delaware Electric Light and Power Co., Delaware, O.
Sifritt, L. G., Assistant Bookkeeper, V. T. Hills & Co., Delaware, O.
Spencer, Fred C., Bookkeeper and Stenographer, Hurshell Lime Co., Sugar Ridge, O.
Shahan, Nellie, Stenographer and Bookkeeper, G. G. Galloway, Dry Goods Store, Delaware, O.
Smoots, H. V., Bookkeeper, Fredericktown, O.
Strider, Laura J., Stenographer, Greenfield, O.
Shaffer, Warren T., Clerk, Deposit National Bank, DuBois, Pa.
Shriver, C. S., Teacher of Penmanship, Spraggs, Pa.
Silveus, W. A., Stenographer, Waynesburg, Pa.
Smith, Laura B., Stenographer, 5962 Maple Ave., St. Louis, Mo.
Smith, C. A., Bookkeeper, Wellsville, Kan.
Smith, Helen G., Stenographer, St. Louis, Mo.

Stephen, Jessie M., Bookkeeper, Standard Clothing Co., Delaware, O.
Smith, Emile, Auditor's Office, Union Co., Marysville, O.
Spangler, Mary E., Bookkeeper and Stenographer, J. T. Vail & Sons, Columbus, O.
Studer, M. E., Bookkeeper, Riter-Conley Mfg. Co., Pittsburg, Pa.
Truax, F. E., Traveling Salesman, Zanesville, O.
Talmage, Ethel, Stenographer, Richwood, O.
Thompson, Edward R., Jr., Bookkeeper, Delaware, O.
Ulrick, F. E., Bookkeeper. Dayton, O.
Wade, Mary E., Stenographer, The Ayers Lumber Co., Redkey, Ind.
Wilson, I. R., Bookkeeper and Stenographer, Richmond Elevator Co., Lenox, Mich.
Warner, P. D., Mgr., Sneath & Cunningham, Commission House, Burgoon, O.
Walden, Geo. H., Bookkeeper, W. M. Walden & Co., Pomeroy, O.
Wiles. Nellie L., Bookkeeper and Stenographer, Delaware Water Co., Delaware, O.
Wickersham, F. E., Bookkeeper, The People's Bank, Jamestown, O.
Watkins, Geo. H., Head Bookkeeper, V. T. Hills & Co., Delaware, O.
Weekly, W. D., Teacher, Pond Run, O.
Way, Betsey E., Stenographer, Little Mountain, O.
Wolfe, Ralph H., Stenographer, H. H. Giesy, Lumber Dealer, Lancaster, O
Zimmerman, D. H., Bookkeeper and Stenographer, McCormick Harvesting Machine Co., Philadelphia, Pa.

Birth - Place of President Hayes

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EXTRA EDITION.

OHIO WESLEYAN UNIVERSITY

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BULLETIN

Entered February 24, 1902, at Delaware, Ohio, as second-class matter,
Under Act of Congress, July 16, 1894.

CATALOGUE OF THE
Ohio Wesleyan University
SCHOOL OF BUSINESS

* * *

ESTABLISHED 1884 AND RE-ORGANIZED
1895, BY THE PRESENT MANAGEMENT

A Catalogue which posts you on SUPERIOR ADVANTAGES deserves careful reading. THE SCHOOL which SAVES YOU MONEY deserves your patronage.

1842

ELLIOTT HALL
UNIVERSITY CAMPUS, DELAWARE, OHIO
L. L. HUDSON, A. M., PRINCIPAL

DELAWARE, OHIO. PUBLISHED BY THE UNIVERSITY.
1905.

Put all things in writing that thou givest out or receivest in.—Eccl. xiii, 7.

HISTORY, PROGRESS AND ADVANTAGES.

THE History of the Ohio Wesleyan School of Business may be briefly outlined. as follows: The Department was established nineteen years ago, to enable young men and women to secure a practical and thorough business training in a Christian College. Despite the fact that the School was started as an experiment, with insufficient equipment, and with college students chiefly as instructors, the introduction of college standards and the thoroughness of instruction given, made the Department a success from the beginning. This led the Trustees of the University to decide, in 1895, to effect an organization upon a broader basis.

The plans were inaugurated by fitting up two floors in Elliott Hall, for the exclusive use of the School of Business. The Trustees felt that the early success of the Department warranted, and the future success of the School demanded the employment of experienced teachers, familiar with the latest methods of business colleges, and of large practical knowledge as well as high scholastic attainments.

The results of their deliberations and plans placed the School under the present organization. The success of this reorganization has exceeded the greatest expectations. Each college term of each year has witnessed a greater increase of attendance over the corresponding period since the first organization.

The present efficiency and rapidly increasing prosperity of this School is not only due to its present corps of excellent instructors, but to the plan of connecting a School of Business with a University, thereby giving its patrons the benefit of all the advantages and many equipments provided by a great University for the convenience and comfort of its pupils.

The great need of business education is recognized by all. Every enterprising person can devote to preparation for life the time to complete such a course. The chief difficulty is the expense. Private Business Colleges must depend upon the tuition collected for their support, which is not the case with an endowed institution. In large cities, where private schools are generally located, living expenses are not only high, but many other channels are open for the needless expenditure of money; while in Delaware, O., living expenses are comparatively low.

The Ohio Wesleyan University School of Business is not to be compared with the business colleges scattered throughout the country; it is established on a broader, higher field for its sphere of action, and it is rapidly being recognized as the leading School of Business in the Middle and Western States.

Faculty and Instructors:

REV. HERBERT WELCH, A. M., D. D., President.

LYCURGUS L. HUDSON, A. M., Principal.
Expert Accountant, Lecturer on the Science of Accounts, Business Customs, and Instructor in Bookkeeping, Banking and Business Practice.

ESTELLA M. HUTCHISSON, A. B.
Shorthand, Typewriting and Correspondence.

FAYETTE H. McDONOUGH, B. S.,
Commercial Law and Commercial Geography.

BENJAMIN F. CARNES,
Business and Ornamental Penmanship, Engrossing and Automatic Lettering.

WILLIAM C. CORYELL,
Commercial Arithmetic.

Assistant Instructor in Penmanship.

GEORGE CLAUSING.
Advertising.

All pupils taking English studies will have the following instructors in the Literary and Normal Courses of the University:

A. W. BARNES, A. M.,
Tutor in English.

EVELYN M. ALBRIGHT, A. M.,
Rhetoric and English Literature.

Assistant in English.

What sculpture is to the block of marble, education is to the mind.

TO THE PATRONIZING PUBLIC.

In issuing this Catalogue of the Ohio Wesleyan University School of Business, we desire to set forth the advantages offered by a well organized business department attached to a University. That the superior merits and facilities which the School has offered in the past are appreciated by a discerning and intelligent public, is manifested by the increased number of young men and women who, from year to year, have availed themselves of these advantages.

The direct aim of the work is, viz: to give both sexes a practical education for business pursuits; to give persons of moderate means such opportunities as will enable them to prepare for a life work and become equipped with a business education; to do thorough work in the shortest time and at the least expense; to assist our worthy graduates in obtaining good paying positions. We aim to have results brought about as quickly as possible and without waste of time; we desire that our pupils master useful studies which will equip and stimulate them to enter upon and successfully pursue some profitable industry with a single, intense purpose.

Colleges and Universities are awakening to the fact that, in addition to a classical and scientific education, a thorough business training is essential in order that their graduates may be equipped to engage either in an active business life or a scientific or literary vocation.

A business course stimulates energy and self-reliance and starts young men on a safe road to success.

At no time in the history of our nation have the necessities been so great for such a course of study. The Ohio Wesleyan University School of Business was instituted to meet these necessities.

Alive to the interests of our patrons, we propose to make our College a home of comfort and enjoyment for our pupils and a Department second to none for obtaining a practical business education. Each of the sub-departments is under the supervision of an experienced and expert teacher. Knowing that vigorous action always wins, we are satisfied with nothing short of energetic and persistent work for and with all pupils entrusted to our care. We are laboring earnestly in the interest of an education that will promote the general welfare and progress of our nation. Deeply grateful for the unqualified recommendation of our efforts in the past on the part of our graduates, and feeling that our success is, in a large measure, due to their efforts, we invite a careful and unprejudiced examination of the School in all its appointments, and submit its claims and advantages for further support.

Courses of Study.

In order that a better idea may be obtained, as to the completeness of the courses, we append the following list of studies in each:

I. BUSINESS COURSE.

(THEORETICAL.)

Bookkeeping, single and double entry, Business Penmanship, Business and Legal Forms, General Correspondence, Commercial Law, Commercial Arithmetic, Rapid Calculation.

(PRACTICAL.)

Actual Business Practice and Office Work, Wholesaling, Retailing, Business Papers, Commission, Joint Stock Companies, Manufacturing, Banking, Spelling.

II. SHORTHAND AND TYPEWRITING COURSE.

The Eclectic System of Shorthand, Typewriting on Smith Premier and Remington Machines, Touch System of Typewriting, Office Training, Business Correspondence, Dictation, Spelling, Office Practice.

III. ORNAMENTAL PENMANSHIP, ENGROSSING AND LETTERING COURSE.

Ornamental Penmanship, Flourished Birds and Animals, Flourished Capitals, Scrolls, Plain Business Writing, Combination Capitals, Italics, Engrossing and all kinds of lettering, Theory of Teaching Penmanship.

IV. ADVERTISING COURSE.

A complete course in Theoretical and Practical Advertising, embracing Newspaper, Magazine, Catalogue, Circular Letter and all modern forms of advertising.

V. ENGLISH COURSE.

(ACADEMIC DEPARTMENT.)

Grammar, Arithmetic, Rhetoric, Composition, History, English, Literature, Algebra, Geometry.

VI. COMMERCIAL GEOGRAPHY.

Redway's Text, with General History of Commerce, by Webster, as reference work.

CONSULT TUITION RATES FOR THE ABOVE COURSES ON PAGES 34 AND 35.

SEND FOR AN ILLUSTRATED CATALOGUE OF THE SCHOOL OF BUSINESS GIVING FULL INFORMATION. IT IS FREE FOR THE ASKING,

DELAWARE, OHIO.

LONG before the University was dreamed of, Delaware was noted for beauty and for health. The rolling ground, the mild climate and the healing waters made this spot the headquarters for rest and recreation of the Delaware Indians, after they had been driven from their eastern home. The first white settlers soon learned that the fame of the sulphur springs rested not on Indian legend, but on established facts. The famous White Sulphur Spring on the College Campus is only one among many of the springs within easy distance. The spring abounds in romantic associations, one of the most interesting of which is the fact that at this spot young Rutherford B. Hayes first met Lucy Webb, the first girl admitted to the College classes.

Delaware, originally known as a watering place, but now far-famed as a college town, is grown to a city of nine thousand inhabitants. It is located twenty-four miles north of Columbus, very near the exact geographical center of the state. Three railroads—two divisions of the Big Four (Cleveland to Cincinnati, and Springfield to Delaware), the Hocking Valley, and the Pennsylvania Line, running to Sandusky, Ohio, besides the Columbus, Delaware and Marion, an interurban trolley line—make it easy of access from every direction; while electric cars and lights, the new system of heating buildings and residences by a central hot-water plant, the modern sewer system, shady streets, good schools, churches, and beautiful homes make it an almost ideal dwelling place.

WHAT BUSINESS COLLEGE SHALL I ATTEND?

This question is asked by all who are contemplating a course of business instruction. The school chosen is usually attended but once, hence your selection should be carefully and impartially made. Beware of "cheap tuition rates," and also of schools which offer reduction should you enter during a certain portion of the year. There is a marked difference between "cheap schools" and low priced tuition. Do not decide in favor of a school which promises to give you a complete business course in from ten to twelve weeks. Investigate, with great care, the reputation of the school, its surroundings, its instructors, its environment, and the success of its graduates. We offer *low rates* of tuition. The Ohio Wesleyan University, being an endowed institution, is thereby enabled to offer rates which are at least one-half less than those charged by schools which depend upon the tuition collected, for support. The University is enabled to offer a course of business instruction, second to none, in thoroughness and completeness. A careful selection has been made of methods, instructors and all modern requirements for giving a business education. Our advantages are superior and our inducements unequaled.

VIEW FROM THE EAST SIDE OF THE COLLEGE CAMPUS.

One who is familiar with the grounds can locate Elliott Hall, Sturges Hall, the Library, Gray Chapel and Merrick Hall of Science.

You must go after success; it will not come to you.

PROPER PREPARATION FOR BUSINESS.

If you desire to thoroughly qualify yourself for business, make it a point to enter a strictly high-grade Commercial School. Select one that possesses all the facilities required for giving the most thorough training.

From the right training, combined with determination to master the work undertaken, you can become a strong and capable personage in any business circle. These attainments cannot be reached in a day.

The management of the Ohio Wesleyan University School of Business assures all applicants that the various courses of study and training offered are thorough, efficient and practical—given under the untiring vigilance and close observation of the best teachers.

TO ALL DESIRING A BUSINESS EDUCATION.

We ask your candid and impartial consideration of the advantages and many inducements offered by the Ohio Wesleyan University School of Business.

The complete course in all business branches, the ability and wide experience of our corps of teachers, our large halls, well ventilated and well lighted, makes this school the most desirable place to prepare for the active duties of a successful business life.

The management of the Ohio Wesleyan University School of Business assures all applicants that the various courses of study and training offered are thorough, efficient and practical—given under the untiring vigilance and close observation of the best teachers.

Feeling thankful for past favors, and soliciting due consideration of our merit on the part of future patrons, we ask for further confidence and support.

ADVANTAGES

OF THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

Free access to all modern improvements of the University provided for the convenience and comfort of its pupils.

Low rates of tuition. High grade of instruction.

Privileges of the University Library, Gymnasium, and all college equipments.

A thorough, competent, experienced and live corps of instructors.

Modern methods and the use of the latest text-books on all commercial branches.

The most complete and practical course of training in the shortest time possible.

A business course under the privileges and environment of a great University.

Methods of instruction which are modern and practical.

A School of Business equipped for the rapid progress of its students.

Thoroughness and completeness of the several courses.

Our instructors are equipped with years of preparation and experience—each is an expert.

Graduates of this School carry with them a prestige much superior to other business colleges.

Every pupil completing Courses I and II last year is now holding a good lucrative position.

ELLIOTT HALL.

The quarters of the School of Business occupy two entire stories of this building.

SECTIONAL VIEW OF BOOKKEEPING DEPARTMENT.

(Only one of the college banks is shown.)

A wise man tries to shine in himself, a fool to outshine others.

DEPARTMENT OF Bookkeeping

THE BLACKBOARD SYSTEM OF BOOKKEEPING.

It has been our special desire to adopt and develop the best system of actual business education. Learners beginning the study of the old systems of accounts soon become weary of studying sets from textbooks. The statistics of the so-called leading business colleges show that only one out of ten who enter such institutions completes the course. We teach the theory of accounts exclusively from illustrations on blackboards, and give business experience from the beginning. By this system the labor of learning decreases, and the time for completing the course is shortened fully one-half.

The course of instruction is systematically graded, commencing with the most simple transactions known to business. Thoroughness and proficiency are the goals at which we aim.

Clear definitions, practical illustrations, and modern methods are the central ideas upon which the course is based. The student is immediately started to journalizing by double entry. The sets are taught and studied in their entirety, as transactions of a brief business, so that a connected view may be obtained in the opening of books, the journalizing, posting and closing of accounts, thereby exhibiting the relation of one business transaction to another, and thereby thoroughly comprehended.

BANKING AND ACTUAL BUSINESS PRACTICE.

BRIEF OUTLINE OF THE COURSE.

It is scarcely necessary to follow, in detail, the method of instruction in the Bookkeeping Department. Suffice it to say, that from the beginning to the end, the point aimed at is to lay a deep foundation of the science, and to build thereon the complete structure. A happy combination of both individual and class instruction is given. From first to last, the principles are taught, in every variety of form, with their application to enterprises of various kinds. The first foundation of the science is laid by means of blackboard illustrations. We have found, after over twenty-two years' experience, that better results are attained, in at least one-half less time, than can be accomplished by any other method.

Pupils have constant drill in journalizing and giving, in their own language, their understanding of the principles relating to accounts.

After being thoroughly drilled in the theoretical principles, pupils are then placed in business for themselves, and make their transactions with each other in the buying and selling of merchandise and the exchanging of values—prices of the same being changed daily. All kinds of business are represented (by a complete set of books conducted and properly closed with a statement cf results), consisting of modern enterprises of all sorts, such as lumber and coal business, retail grocery, farming implements, commission business, corporation set, banking, insurance business, etc., etc. The students are regularly graded and promoted according to their attainments. Each pupil is required to pass a satisfactory examination at stated periods of the course.

Actual Business.

It is true that there are many temptations offered to prospective pupils by overestimating the results which can be attained by what is called "actual business" in business colleges. It is impossible for any school of business to present a genuine actual business course. It is true that miniature bales, boxes and samples of merchandise may be handled by students in their practice, yet no railroads or steamboats are actually engaged in conveying the goods bought and sold.

All thoughtful readers well know that reading a description of how to run a locomotive will not fully enable them to run one with safety to the public. Beginners in the study of arithmetic are not taught multiplication and long division before they are taught to add and subtract. Medical students are not prepared to amputate a living limb before they enter the dissecting room. They first study how to proceed, and they get the actual experience. They obtain a practical knowledge by combining theory with practice, which cannot be obtained in any other way. This same law doubly applies to the teaching of bookkeeping. To undertake to teach bookkeeping entirely from theory will prove an utter failure; likewise to undertake to teach it without first giving theory will prove equally unsatisfactory.

Greater or less importance may be placed upon this method of teaching of a business course, yet we must all remember that in large business enterprises and manufacturing establishments the corps of

He that thinks his business below him will always be above his business.

bookkeepers employed to keep a record of the business done, do not even see any of the goods, let alone handling them, themselves. The bookkeepers' office is often either located many squares away from the manufacturing establishment, or several stories from the place where the business is transacted. While it is true that every effort to bring actual work into business training must result in good, yet it is possible to perpetrate a great deal of clap-trap through them, by the presentment of first-class carpenter and glazier work in the erection of business offices, insurance offices, banks and other purely mechanical resemblance of the actual thing. Many cheap and inferior business colleges make such a display their chief source of advertising. However, a vast importance depends upon the competency to present the principles and to represent the real work. Each requisite can be met where cultivated brains and honesty are combined. The clinic of the medical school and the moot court of the law school establish this. At stated periods of the course new and carefully studied exercises are, from time to time, introduced, which enable pupils to understand and master the science in a satisfactory manner.

Our department is well equipped with actual business offices. We have two College Banks, provided with college currency and a set of books.

Theory as a specialty is taught first, then eight complete sets are worked out, during which the offices are used, and during the last few weeks of the course pupils are required to fill the positions of a cashier, teller, bill and entry clerk, insurance agent, etc.

In all of these sets there is such a resemblance of business in each transaction as though they actually existed. Every paper which is required in real business has its place and is carefully written and recorded in the daily work.

The Principal of this Department is a specialist in opening sets of books, and adjusting confused accounts for large business houses throughout the country; hence, his instruction is based upon the best methods of modern practice in business.

The aim of this Department is to throw pupils upon their own resources at the earliest possible moment, requiring of them a strict accountability for thoroughly executed work. Pupils go through the process of buying and selling different values, on various terms, receiving and shipping merchandise of all sorts, dealing with banks as depositors, and writing notes, drafts, checks, orders, due bills, account sales, receipts, etc., etc.

Commercial Law.

The study of Commercial Law has always been considered a very important branch in business training. The thorough and practical work done by the School of Business, including the competency and thoroughness of instruction, presents advantages which are unexcelled.

We regard Commercial Law as one of the most important and practical studies of a business course, and if it is pursued with thoroughness and fidelity in connection with other business studies, a pupil is equipped for the needs of every-day business life; he is also fitted to know his own rights and rendered capable of avoiding injurious mistakes. It is difficult to find a more valuable study for an individual who is qualifying himself for the correct transaction of business.

We have adopted a very excellent text-book and all "Business Course" pupils pursue the study under the guidance and criticisms of a successful instructor. Mr. McDonough has been connected with the school four years. His actual experience in connection with the Delaware Savings Bank, as Assistant Cashier for several years, renders him a valuable instructor.

The main subjects pursued in the course of Commercial Law are Negotiable Paper, Agency, Guaranty, Warranty, Sales, Lien, Partnership, Insurance, Contracts, etc., etc. These are essential topics for every business man to know.

Commercial Arithmetic.

Calculation may be said to be the mainspring of business, and while the proper exercise of it leads to success, the want of it invariably leads to failure. There is no branch of learning which affords better discipline in the development of good reasoning power than mathematics.

Every occupation of life requires the knowledge of figures; especially is this true with business men with whom correctness and rapidity are wholly indispensable.

All students in Arithmetic, in order that they may attain the highest excellence, have their work so arranged that every one receives thorough instruction in rapid calculation. Pupils are given, from time to time, the most thorough methods of rapid calculations pertaining to business transactions, such as Banking, Percentage, Trade Discount, Interest and Averaging Accounts. The course includes thorough drills in Stocks, Bonds, Exchange, Loss and Gain, Partial Payments, Equation of Payments, and all branches which may be of use in any business office.

Practical talent and industry make all things possible.

L. L. Hudson

L. L. Hudson, Principal, completed the Classical Course in the Ohio Wesleyan University in 1881, and then entered the famous Eastman College, of Poughkeepsie, New York, and completed a full course in all branches of commercial knowledge. Since that time he has had twenty years' successful experience as a teacher in Bookkeeping and kindred branches, and is author of two books on Bookkeeping, the last of which, recently published, is entitled "Hudson's Instructor and Accountant's Handbook." This book is used in the School of Business. He is recognized as a practical and expert bookkeeper of decided ability. Besides having charge of the entire management of the School, he teaches all classes in bookkeeping, and grades the work of all pupils before their promotion.

SECTIONAL VIEW OF SHORTHAND RECITATION ROOM.

He who would succeed must be willing to make the attempt.

DEPARTMENT OF

Shorthand and Typewriting.

SHORTHAND.

During the past decade a new profession has been born, developed and ushered into the commercial world; it is that of the amanuensis.

This art has received its greatest assistance in development through the invention of the typewriter. By this combination, business men have discovered that much of their valuable time consumed in conducting business correspondence by means of hand and pen, can be applied to other important interests in the business. Through this labor-saving method the demand for stenographers has greatly increased, and the question, "What shall we do with our girls?" has ceased to be an open question. With the introduction of Shorthand and Typewriting into the commercial world, young women have found a much wider field for the growth of their usefulness.

This department of the School of Business is conducted on a strict plan of thoroughness and completeness in all of its appointments. In the past it has accommodated a large number of students, giving them modern comforts and conveniences, and many of them are now occupying positions of trust and responsibility. The Principal, Miss Estella M. Hutchisson, A. B., is an expert reporter, a teacher of several years' experience, and a practical writer of shorthand.

Pupils under her instruction are permitted to learn the art from a reliable and practical source, not only in the skill of presenting the principles of the art, as a shorthand writer, but also as an accomplished teacher. The best evidence of her superior instruction is to be found in the success of her graduates, which places this department as a leader—not an imitator—in this important branch of business education. Our work, in fact, gives us the leading place as to strength and efficiency which can only come from the adoption of the latest and most practical methods.

Our system of training is the best for all who desire to become first-class amanuenses and reporters. Pupils receive personal instruction, combined with class and blackboard exercises. Principles are first learned, and pupils become well acquainted with them, after which, all their energies are bent toward attaining speed. At all times we make a specialty of speed in class drills, by which means students are enabled to reach a high state of proficiency. A few weeks before graduation all students are given an opportunity for practical work in the Department office.

GREAT DEMAND FOR AMANUENSES.

True merit and ability seldom wait long for a position as an amanuensis. The call is equally as great for young men and young women who are thoroughly qualified in the use of this business art.

The demand for persons who are well skilled in this important art is world-wide. The services of stenographers are needed in the national congress, state legislature, all public assemblies, and in all regular and special committee work. In all courts of justice the stenographer is a recognized necessity, and his services are indispensable to attorneys and judges.

The business world opens a more inviting field for this class of knowledge. The stenographer and typewriter are now found in the offices of the manufacturer, merchant, and lawyer, while railroad, telegraph and insurance companies employ an army of these useful workers. The demand daily increases for skilled labor in this industry.

The business world is creating a great demand for efficient and practical amanuenses, and no shorthand department is worthy of an existence which has not adopted practical methods combined with the best system, thus being enabled to produce graduates who are equipped with superior qualifications and thereby able to render the most satisfactory work.

We have adopted as a special line of work—a plan of preparing young men and women to become experts in the valuable accomplishment of shorthand.

THE ECLECTIC SYSTEM OF SHORTHAND.

Eclectic Shorthand can be learned in a fraction of the time required by any other system, for the following reasons:

Because it is the SIMPLEST SYSTEM.

Because it is the MOST FACILE system.

Because it is the MOST LEGIBLE SYSTEM.

Because it is the BRIEFEST system and THE SHORTEST SHORTHAND in use.

The features of SIMPLICITY, LEGIBILITY and BREVITY constitute ECLECTIC SHORTHAND—pre-eminently above all other systems the

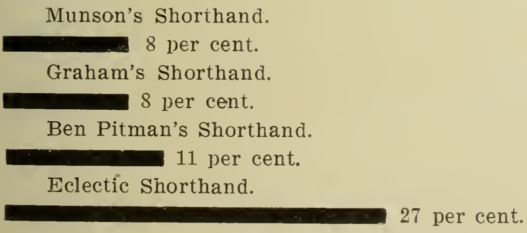
EASIEST TO LEARN.
EASIEST TO WRITE.
EASIEST TO READ, AND THE
SHORTEST AND QUICKEST SHORTHAND IN USE.

To add strength to the above assertions we have compared the writing of the Lord's Prayer by the Pitman, Graham, Munson, Lindsley, Pernin, and Eclectic Shorthand and we readily see the more uniform direction of the characters in the Eclectic, their easier combinations, and the fewer number of strokes, while the Eclectic writing writes more of the sounds than any of the others. The Isaac Pitman writing has 106; Graham's 88; Munson's 90; Lindsley's, 96; Pernin's 93; and the Eclectic 65 strokes. Adding together the strokes of all but Eclectic we have 475; dividing by 6 we find the average is 95, from which subtracting the strokes in the Eclectic, we have 30, which is 46 per cent. of the Eclectic writing, and 31 per cent, of the average of five.

The thousands who have learned this system believe the above statements. Many who have learned one of the older systems have recommended their friends to study the Eclectic, and many who have failed in an attempt to learn other systems have been successful in this. It is not a rehash of any previously existing system, but is purely original, making new, scientific applications of the best accepted shorthand material, hence its name, ECLECTIC.

GROWTH OF THE ECLECTIC SYSTEM.

The steady growth in public favor of the Eclectic System is well illustrated by "Circular of Information No. 2 on Shorthand Instruction and Practice," which is issued by the United States Commissioner of Education. This is an official statistical report by which the Eclectic System, although not one-quarter the age of the English systems (Pitman's and its various modifications), stands forth in use in the schools of the United States in which the art is taught, and is increasing in them at the rate of 27 per cent per annum. The following table will illustrate our meaning:



The causes of such remarkable growth are to be found in the simplicity, the scientific adaptation to its fundamentals, the all-comprehensive writing power, and the unparalleled average brevity of its outlines, combined with the fact that the system can be mastered in one-half less time than any other system.

During the past year the Eclectic System has been making wide inroads in the ranks of writers of the old systems in several of the eastern cities. Many stenographers of several years' experience have abandoned their old systems, and are now taking up the Eclectic, believing that it is *more modern* and *practical.*

TIME REQUIRED TO LEARN SHORTHAND.

The ability and previous educational advantages of the student have much to do with the period required to learn shorthand. Pupils who have a good public school or academic education can, with persistent effort, master the art sufficiently in about 24 to 30 weeks to fill a mercantile position. No time is lost in making a thorough preparation. Competency is the key to the securing and retaining of lucrative positions. Only those who are deficient in energy and true grit will rest content until the highest standard is obtained.

DICTATION PRACTICE.

The Principal of this Department, Miss Hutchisson, makes speed a resultant and not a primary condition, by thoroughly drilling her pupils in the principles of the art, and leading them, step by step, in daily dictation until a point is reached when pupils can form dictation classes, and each by turn dictates to the other members of the class.

Ample opportunity is given to shorthand pupils during the latter part of the course to act the part of an amanuensis at the lectures given from time to time in the Commercial and other Departments of the University. It can be readily seen that a large amount of really practical work can thus be put upon the students, and their efficiency thoroughly tested and improved.

Every student in this department is carefully criticised and trained in the proper use of language, especially as relates to spelling, punctuation, and the construction of sentences. In short, with the intermingling of the two distinct Departments of Business and Shorthand, each is greatly strengthened by the other, and a substantial progress in practical work secured.

In fact, there is no overestimating the advantages of such intermingling. All that is necessary is that the possibilities be conserved to the best advantage, and this the management carefully looks after.

SPECIAL FEATURES

OF THE DEPARTMENT OF SHORTHAND.

We have adopted the most modern, practical and in every respect the best System of Shorthand.

If the devil catches a man idle, he will set him to work.

A Department equipped for the most rapid and substantial progress of its students.

A reliable, prosperous, influential, progressive and permanent Department.

Graduates carry with them a prestige in a business community which is worth many times the cost of the course.

Pupils are required to read their notes immediately after writing them, and to transcribe them accurately.

A course given in the shortest time possible consistent with the highest grade of skill.

Our graduates secure and maintain the best positions.

Actual practice given to advanced students in Principal's office a few weeks prior to graduation.

Actual business practice and training in the use of the Mimeograph Copying Press, etc.

TYPEWRITING.

It is mainly through the invention of the typewriter that the art of stenography has found a field of usefulness which was scarcely contemplated by the most enthusiastic friends of its earlier days.

Business men can find neither strength nor time to do all their writing with a pen. Neither can they afford to have their correspondence done with a pen. The typewriter has come to their relief. Probably no invention of modern times has done so much to economize time, reduce expenses, and facilitate the dispatch of office business, and lighten the labors of over-worked business, professional and literary men as the typewriter. It is a valuable adjunct to the clerical worker in whatever pursuit he may be employed.

There has prevailed a great error hitherto in reference to the teaching of typewriting, and many schools are under the impression that all that is required of the operator is for him to understand the machine.

Experience and observation with us have confirmed the fact that there is as much necessity for competent instruction in typewriting as in any other branch of the amanuensis' work.

This branch of the school is well equipped with the latest Smith Premier and Remington typewriters. Instruction is given in the proper manipulation of the keyboard in order that the highest rate of speed may be obtained. Special attention is given regarding the care in handling the machine, manifolding, mimeographing, etc.

Word exercises are first taught to familiarize the learner with the key-board, then writing from dictation for speed, the transcribing of shorthand notes, followed by the copying of law and legal forms, specifications, contracts, statements, and tabular work, etc. All work is corrected by the teacher in charge, and a second copy required.

Special drill is also given in court work by dictating the evidence of famous civil trials. During the last few weeks prior to graduation, pupils are given practice in the office of the Principal, in answering letters of inquiry and attending to the general correspondence.

Each typewriting student has a daily practice of one hour on the typewriter, and is thus able to secure during the course, a degree of proficiency in all the requirements that will answer any reasonable demand. Special care is given to the study of correspondence in all its requirements, and especially in the proper use of words. At a prescribed degree of efficiency, the pupil is given practice in dictation on the typewriter in the same manner and for the same purpose as in shorthand.

Typewriting is a very important auxiliary to the shorthand writer, and is taught in connection with the shorthand course. Typewriting is a profession in itself, and good operators command high salaries. A complete course of typewriting is given to all pupils desiring to make it a specialty, at very low tuition rates.

Typewriting is very rapidly increasing in popularity, and successful shorthand writers must be expert operators on the typewriter. In fact, it is very desirable that every young person who expects to do office work should have a practical knowledge of typewriting, and be enabled to successfully operate any of the leading machines. A large majority of business offices are introducing typewriters, and are combining the two arts of Shorthand and Typewriting in one position. Many of our pupils take a complete course in Typewriting in connection with the Business Course (Course I.)

Students in the Shorthand Department are given ample opportunity to become good writers on two of the leading machines now in use. A few students make a specialty of type-writing alone, while all shorthand pupils receive such instruction and practice as will enable them to become expert writers, capable of producing transcripts of all kinds, including circular letters and documents, in a pleasing and attractive form.

TOUCH-WRITING.

With the increasing popularity of the typewriter we find the public becoming more and more critical in their demands for perfect work, hence we drill our pupils thoroughly in the production of results which are absolutely correct, and make them realize that errors cannot be tolerated. Especial attention is given to Touch Writing, by the Barnes and Van Sant systems.

SALARIES OF SHORTHAND WRITERS.

An amanuensis receives better pay than any other clerical worker. Specialists in this art, such as court reporters, secretaries of officials, often receive salaries ranging from $1,000.00 to $2,000.00 per year. Shorthand writers in many of the federal offices receive yet higher salaries. Even shorthand writers with ordinary speed have no trouble in getting from $600.00 to $1,000.00 per year. Monthly salaries ranging from $35.00 to $75.00 are the wages for shorthand writers who are not able to write over 125 words per minute, and accurately transcribe their notes by means of a typewriter, into correct and elegant print. Such are fitted to the needs of large mercantile houses, insurance and railroad offices or the private work of a secretary or clerk.

The Civil Service Commissioners have standing offers for well qualified amanuenses or assistants, in the various departments of the United States Government offices, who are capable of writing 100 words per minute and transcribing the same correctly, at salaries ranging from $500.00 to $1,500.00 per year. In fact, there is scarcely any limit to promotion in this fascinating art.

The salary attained by a beginner depends much upon his success at the beginning. If fair ability is shown, an advanced salary is usually soon offered for his services. If inferior ability is shown, there is scarcely any demand, even in the low salaried positions.

It is the purpose of the Shorthand Department of this School to give pupils such a complete and practical training that they will attain, at least, the ordinary grade of positions, on accepting their first position.

SECTIONAL VIEW OF PENMANSHIP DEPARTMENT, ONLY ONE-FOURTH OF FLOOR SPACE SHOWN.

The good opinion of us begins at home.

DEPARTMENT OF Penmanship

This department is offering superior advantages, and is under the immediate supervision of an instructor of six years' successful experience.

A rapid, legible handwriting is absolutely necessary to the completion of a business or collegiate education. As an individual accomplishment it often leads to as great success as many other important attainments. All occupations in life demand legible and rapid penmanship, consequently an acquaintance with the art is very necessary.

In order that commercial students may be thoroughly qualified for a successful business career, they should command the ability to write a plain, rapid, legible hand. This part of a business course is an accomplishment attained only by a small percentage of business college graduates, notwithstanding the fact that it is one of the most valuable accomplishments in any vocation in life.

The School of business places the highest estimate upon its courses of business penmanship, and has provided such instruction as will give as complete a course in business or ornamental penmanship as is offered in schools which make a specialty of this branch. Only skillful and practical penmen are employed. The Principal of the Department, Mr. B. F. Karnes, is an instructor of several years' experience, and the skill which he has attained in ornamental penmanship ranks with the best penmen of the day.

Methods which are natural and scientific are employed, and the most practical results are obtained by daily instruction and drill. These methods are based upon the most practical and effective combinations of movement exercises leading to the production of perfect forms. Easy movements are adopted which give the pupil free and rapid motion to hand and arm, while special attention is given to position and muscular exercises, which will produce the best results. As the student advances (if ornamental penmanship is desired), more difficult combinations are taught and the pupil is finally merged into an ornamental penman. The more freedom attained in the rapidity of movement, the more the student is enabled to produce perfect and legible forms. Pupils who only desire a business handwriting are greatly benefited by taking the ornamental course.

Through the instruction given in this sub-department, that cramped and stiff position and movement, which is so common with the average pupil, is entirely eradicated, and quick, rapid, legible movements given in their place. We have never countenanced "vertical" writing. It is a fad,—now in its dotage.

Under such improved instruction, class work in penmanship becomes more of a pleasure than a task. Pupils are instructed to pass quickly from one movement exercise to another of a different kind, dictated by the instructor. In this manner confidence and skill are rapidly given to all pupils. Penmanship, when properly taught, can be made an intellectual exercise which is beneficial to all. Through certain movements and intricate forms, the brain is required to exercise its functions in the same degree as the mental efforts required in the study of different sciences.

Notwithstanding all this, we will admit that some pupils naturally adapt themselves to the art of penmanship, and become what is sometimes called "natural penmen," yet we affirm this statement: "None are so dull and awkward but they may acquire the ability to produce legible writing in a short period of time, providing they make it a study, guided by systematic daily drill."

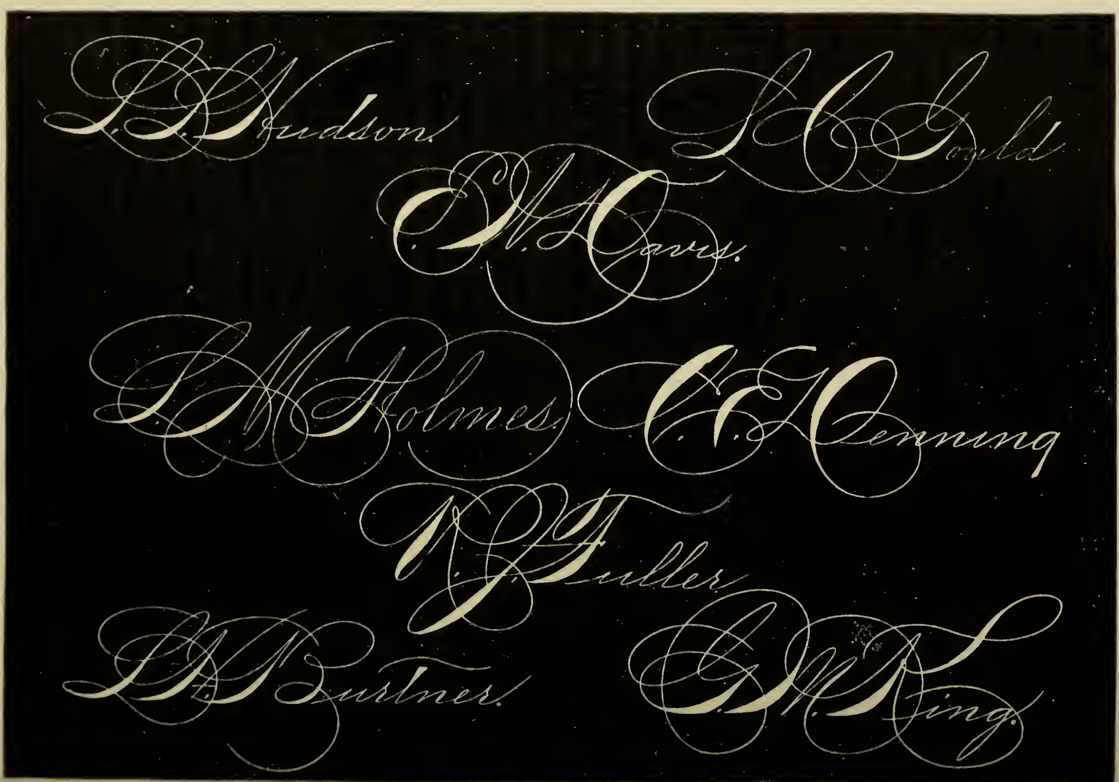
CHARACTERISTIC FEATURES OF WRITING.

Writing is naturally characterized by two prominent features, viz: the theoretical and practical. A definite knowledge of form is involved in the theoretical, combined with a ready conception of the elements and various principles which enter into the construction of letters and their relative proportions and proper combinations. The practical feature is the application of certain rules and the execution of various forms, prescribed by an artistic mind and cultivated taste. In penmanship there must be a simultaneous operation of mind and muscles, and the imperfect development of one will retard the successful operation of the other.

Our mode of instruction is to give daily lectures, combined with blackboard illustrations, frequent reviews and drills, with a view that a clear knowledge shall precede training and practice.

Each student is directed in that most valuable of all means of advancement, the ability to criticise and improve his own writing. His defects are made plain to him, and the means of remedy clearly shown.

Learning is wealth to the poor, honor to the rich, and a support and comfort to the aged.


L. L. Hudson.
S. C. Gould
S. W. Davis.
L. M. Holmes.
C. E. Denning
N. J. Fuller
L. H. Burtner.
G. W. King.

Under progressive and enlightened instruction, combined with efficient and inspiring influences and an intelligent effort at self-improvement, the student's advancement is substantial and rapid.

Among the special features of our instruction which deserve enumeration are the maintenance of correct position, muscular movement, extensive practice for ease and uniformity, form practice for legibility, abbreviation of capitals for brevity and beauty, correct and rapid figure making. The department holds to the strict demand of the times for plain, legible, rapid business writing, and does all that can be done to secure an excellent degree of elegance.

BUSINESS PENMANSHIP COURSE.

This course is adapted to the wants of all pupils wishing to acquire a rapid, legible handwriting. It is given in connection with the Business Course. Flourishing in all its forms is dispensed with. Special attention is given to abbreviated capitals, and to the aversion of unnecessary strokes consistent with legibility.

All penmanship pupils are taught to write a plain hand; afterwards, if it is desired, we give them the ornamental course. In the Business Penmanship Course, we avoid all the superfluous lines commonly called flourishes, and demand from every pupil a style which possesses individuality, neatness and legibility. These attainments are acquired by giving special attention to position and movement.

Each full course pupil is required to spend one or more hours each day in the study and practice of penmanship, in the regular penmanship classes. He is requested to devote as much time as possible to private practice at odd hours of the day. The results obtained by these methods are very satisfactory to the most scrupulous critics of the art. A legible, rapid business hand always possesses a commercial value of its own; therefore we place upon business writing the stamp of importance which it requires.

Young men applying for a position are often enabled to secure lucrative places by reason of their plain business writing. An applicant with this attainment invariably receives a preference even when he appears to be unequal to other competitors, in many ways. Writing is usually accepted as an index to educational attainments, in young persons, and anyone with this attainment demands marked attention, and an impression is given which has an important bearing in the final selection of a clerk, secretary or bookkeeper.

ORNAMENTAL PENMANSHIP AND DRAWING COURSE.

This course has for its object the successful execution of artistic penmanship, such as all forms of ornamental writing, combination of capitals, fancy card writing, flourished animal and bird drawing, and all kinds of artistic pen work.

In class drill, pupils are guided by fresh pen-written copies direct from the pen of the instructor, combined with blackboard illustrations.

Such attention is given to each pupil in this course as will insure a rapid improvement in the attainment of a high grade of ornamental and artistic penmanship.

Students who master this course become available as instructors for a number of desirable positions which are constantly open in colleges, public and normal schools.

ENGROSSING AND LETTERING.

The Principal of this Department has completed a special course in Engrossing and Lettering in a school especially designed to give the best instruction obtainable in this very important branch of pen art. The latest methods are given for imparting a complete knowledge of engrossing memorials, resolutions, and many designs of fancy lettering suitable for Letter Heads, Bill Heads, and Envelopes. This course should be taken by all pupils taking the Ornamental Course in Penmanship.

MISREPRESENTATION IN PENMANSHIP.

Perhaps no branch of a Business Course is so much misrepresented as that of Penmanship. The so-called "leading" Business Colleges exhibit in their catalogues fancy designs of bird flourishing and combination of capitals, claiming that they are facsimiles of the original designs, whereas, the designs are perfected by a hand engraver. The superiority of the designs and the work done in the Penmanship Department of our School is recognized as excelling the work of some of the leading schools of penmanship in the middle west.

All the flourished designs in this circular are exact representations of the original, and for a proof of this statement, we have at our office for inspection, the original copies. No School of Business in Ohio is making better penmen.

DEPARTMENT OF

Advertising.

During the past two years there has risen an urgent demand from both business men and pupils for a course in advertising. Twentieth century business methods require a general knowledge of this art. No business can be thoroughly and rapidly developed without the publicity obtained from systematic and judicious advertising.

Business Schools and Business College managers are rapidly recognizing the importance of providing instruction for their pupils in the art of advertising. In order to meet these demands, the University engaged the services of Mr. George Clausing, who, at considerable expense, time and study, during the past three years, has prepared himself to give a course of modern instruction in this art. He has completed a course from one of the leading schools of advertising in the middle west.

Courses in advertising are usually given by correspondence, which, to say the least, is a very unsatisfactory way of pursuing courses of any kind of instruction.

All pupils of the School of Business who are anxious to know more about advertising, now have the privilege of taking a course at a nominal expense, in connection with either of the regular courses offered.

A good writer of advertisements is an artist of peculiar merit, and able to command a very high salary. He must have a liberal education. He must know people and men. He must be a good judge of human nature. Leading dry goods and clothing merchants in the east and middle west pay salaries ranging from $1500 to $10,000 per year to men who devote their entire time and attention to the daily advertising. An ordinary bookkeeper or stenographer can often render invaluable aid to his employer by being able to assist in composing advertisements. Advertising is closely affiliated with all business pursuits.

Mr. Clausing, with his years of experience as a traveling representative to several leading manufacturing establishments of the central west, is amply equipped for imparting instruction for a thorough course in this art. Our lessons encompass the best ideas of a large corps of successful advertisers, and the student who masters them, will have an excellent idea of what constitutes a good advertisement.

ENGLISH COURSE.

Among the many advantages offered in the School of Business is the opportunity afforded to all pupils, who are deficient in the proper use of English, to make a thorough study of the same.

Many applications for enrollment in business colleges are found deficient in English branches. All pupils found deficient in this respect are advised to take one or more English studies, in connection with the course selected in the School of Business. The aim of the Department is to give definite and effective drills in all English branches, during daily work in all branches.

REASONS WHY YOU SHOULD TAKE A COURSE IN THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

1. The Ohio Wesleyan University School of Business is a well organized Commercial Department, adapted to all modern requirements. The apartments are large, furniture new, teachers able and practical. Tuition rates are the lowest. Modern methods are taught. University advantages.
2. A business education pays the best of any, because it is practical.
3. A commercial training is useful to the farmer, physician, lawyer, minister, teacher and all professions.
4. A business course stimulates energy and self reliance, and is a good start to young men on a sure road to success.
5. A knowledge of the forms of drafts, notes, checks and the laws governing such papers, may, in the future, save you, in a single transaction, ten times the price of the tuition for a complete course.
6. "Ignorance of the law" excuses no one. How about *your* ignorance of business and its methods?
7. Our forefathers believed that all the boys should learn a trade. A business course is a trade, and will assist every individual to succeed in the world.
8. James A. Garfield once said: "Business Colleges furnish graduates with a better education for practical purposes than Princeton, Harvard or Yale." This is worthy of careful consideration.

TO PARENTS.

Parents who desire their sons and daughters to enter a reliable business training school, are earnestly advised to communicate with us. In this school you have the assurance that the *moral* as well as the *intellectual welfare* of your children will be carefully looked after by the Faculty of the University, and that no effort will be spared to equip them for future usefulness.

WILL IT PAY ?

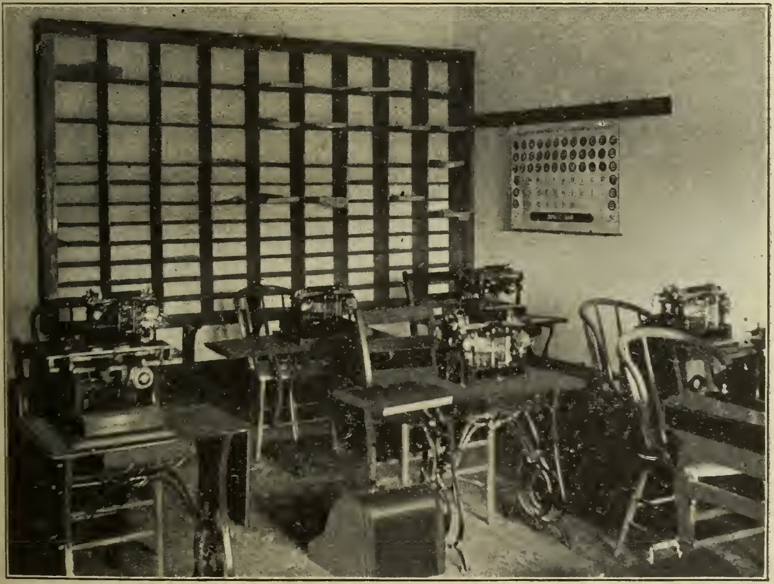
The fact that few positions of trust and responsibility are held by uneducated persons is evidence that an education is very valuable, and that it is a necessary requisite for everyone who wishes to enjoy the confidence of his fellows, or attain to any responsible position in life.

A business training is a *practical* kind of education; it satisfies the urgent requirements of the great mass of the young people of our country by insuring to them a safe means of support, and by paving the way to high and noble fields of usefulness. Teachers of commercial branches are in great demand. The School Board of Cleveland, O., has organized a commercial department in the public schools of the city. Columbia College has instituted a commercial department.

In view of another fact, that we are now living in a commercial age, when the essential requirement of the hour for the farmer, the mechanlc, the laborer, and men of all professions, is a knowledge of business, we believe that no young person can afford to be without a business education, especially as it involves so limited expense to secure it. We at once conclude that it certainly DOES PAY.

DUE CONSIDERATION.

This circular is designed to give an outline of the various courses, and the several branches taught in each, in the School of Business of the University. If the reader, after reading and weighing the facts herein presented, is interested in the subject of a business education, we ask you to further investigate the honesty of our claims. We desire to prove to you that we are deserving of your patronage. Write to us for a beautifully illustrated catalogue of the School of Business, which will give you additional information. Also please write to us for any further particulars not mentioned in this circular or catalogue. Our school is open during the entire year, and we are always ready to cheerfully give any information.



A CORNER OF TYPEWRITING ROOM.

Courses and Tuition Rates.

(PAYABLE IN ADVANCE.)

I. BUSINESS COURSE.

The Business Course embraces Bookkeeping, (Single and Double Entry) Banking, Business Practice, Business Penmanship, Commercial Law and Commercial Arithmetic. Tuition for a nine months' scholarship.......... $30.00

SINGLE STUDIES IN BUSINESS COURSE.

Bookkeeping (complete) with one daily lesson in Business Penmanship	$20 00
Bookkeeping for one college term and daily lesson in Penmanship	18 00
Business Penmanship, one college term, five hours per week	5 00
Business Penmanship, one college term, ten hours per week	8 00
Commercial Law, one college term (12 weeks)	4 00
Commercial Arithmetic, one college term (12 weeks)	3 00
Bookkeeping, or Banking, per week	2 00
Business Penmanship (2 daily lessons,) per week	1 00
Commercial Law (3 lessons.) per week	50
Commercial Arithmetic (2 lessons,) per week	50

II. SHORTHAND AND TYPEWRITING COURSE.

This course embraces Shorthand (Eclectic) Correspondence, Dictation and Typewriting, and Touch System of Typewriting, including use of machine and mimeograph practice.

Tuition for a nine months' scholarship.......... $25 00

SINGLE STUDIES IN SHORTHAND AND TYPEWRITING.

Shorthand, one college term, (12 weeks,)	$12 00
Shorthand, next succeeding college term	8 00
Shorthand, per week (daily lesson)	1 50
Typewriting and Correspondence, complete course	10 00
Typewriting and Correspondence, one college term.	7 00
Typewriting and Correspondence, next succeeding college term	5 00
Typewriting and Correspondence, (daily lesson,) per week	1 00

III. ORNAMENTAL PENMANSHIP AND LETTERING COURSE.

This course embraces Plain and Ornamental Penmanship, Business Writing, Flourished Capitals, Combination Capitals, Italics, Scrolls, Flourished Birds and Animals, Engrossing and all Fancy Lettering.

Tuition for a nine months' scholarship	$20 00
Tuition for one term, (12 weeks)	8 00

SINGLE STUDIES IN COURSE III.

Business (Plain) Penmanship, complete	$10 00
Plain and Ornamental Penmanship, complete	15 00
Engrossing and Lettering, complete	5 00

IV. ADVERTISING COURSE.

This course embraces a full and complete drill in the theory and practice of advertising.

Tuition for a complete course scholarship.......... $10 00

V. ENGLISH COURSE.

Each Branch per term, hour $1 00

VI. COMMERCIAL GEOGRAPHY COURSE.

Tuition for a complete course scholarship $4 00

COMBINATION OF COURSES.

Courses I and II (when taken at the same time) 9 months scholarship,	$40 00
Course I including a complete course in Typewriting, 9 months scholarship,	35 00
Courses I, II and VI (taken at the same time) 9 months scholarship,	44 00
Courses II and III (taken at the same time) 9 months scholarship,	35 00
Courses II and IV (taken at the same time) 9 months scholarship,	30 00
Courses II, IV and VI (taken at the same time) 9 months scholarship,	34 00
Courses I and IV (taken at the same time) 9 months scholarship,	35 00
Courses I. IV and VI (taken at the same time) 9 months scholarship,	39 00
Courses I, II and III (taken at the same time) 9 months scholarship,	50 00
Courses I, II, III, IV and VI (taken at the same time) 9 months scholarship,	59 00
Courses I, II and IV (taken at the same time) 9 months scholarship,	45 00
Courses I, II, IV and VI (taken at the same time) 9 months scholarship,	50 00
Courses I, II, III and IV (taken at the same time) 9 months scholarship,	55 00
Courses I, II III and VI (taken at the same time) 9 months scholarship,	55 00
Course IV including a complete course in Typewriting, scholarship,	18 00

Either one, all, or any combination of the above Courses may be taken by a pupil. The majority of pupils enroll for Courses I and II, of the Combination Courses. We consider this combination a complete "Business" Course.

SPECIAL WORK.

Business (Plain) Penmanship, thirty lessons	$3 00
Ornamental Penmanship, thirty lessons	4 00
Typewriting, one month (1 hour daily lesson)	3 00
English Branches, each per term hour of 12 weeks	1 00

The Tuition is the only expense attached to the Department in addition to books and materials, which are furnished, at reasonable rates, at the Department office.

No matriculation, incidental or College scholarship fee is charged pupils taking the Commercial Course only.

MAIN ENTRANCE TO COLLEGE CAMPUS.

PRINCIPAL'S OFFICE.

He that would climb the ladder must begin at the first step.

General Information.

(READ CAREFULLY BEFORE WRITING FOR FURTHER INFORMATION.)

TIME OF ENTERING.

Pupils may enter at any time with equal advantages. New classes will be organized in Bookkeeping and Shorthand on or about the first and fifteenth of each month in order to accommodate *new pupils.* The Penmanship classes can be entered during any day session of the year. The college terms commence as follows: Fall term, 1905, September 20. Winter term, 1906, January 10. Spring term, 1906, March 28. Fall term 1906, September 19. Winter term, 1907, January 11.

BOARD AND ROOM.

Living expenses in large cities (where private schools and business colleges are generally located) are high, while in Delaware, living expenses are comparatively low. Board may obtained at from $1.75 to $2.50 per week, and even less. The rent of a furnished room amounts to from 50 cents to $1.25 per week for a student. Hence we can offer a better business course for less money than any other first-class business school.

SCHOOL SESSIONS.

Sessions are held from 7:50 a. m. to 11:30 a. m., and 1:30 p. m. to 4:00 p. m., five days of each week. The Principal or Secretary will be found in the Department office from 9 to 11 a. m. on Saturdays.

VACATION.

We endeavor to observe an annual vacation from August 15th to the commencement of the regular fall term of the University, which embraces the dates of September 15th to 20th of each year.

HOLIDAYS.

The holidays observed are Saturdays, Thanksgiving Day, Christmas week (including Christmas and New Year's Day,) February 22d, May 30th, and July 4th.

QUALIFICATIONS FOR ENTERING.

A fair knowledge of the ordinary English branches is sufficient qualification for the Commercial Course. Any deficiency in this respect, if not radical, can be remedied by special training. Applicants are requested to bring their grades obtained from the school which they formerly attended. Each student should also bring a certificate of good moral character. We exercise a jealous watchfulness over the conduct of pupils entrusted to our care.

ADVANTAGES AND PRIVILEGES OF COMMERCIAL STUDENTS.

Commercial students are given free access to the University Library, containing many thousand volumes, and the Free Reading Room, containing the various leading daily papers and numerous periodicals. The advantages offered here for literary culture and general information are unsurpassed. Students of the School of Business also have the same privileges of the Gymnasium as all other students.

MILITARY INSTRUCTION.

The University recognizes the great value of military drill upon the health and physical bearing of young men. Its effect in securing neatness of dress, and especially obedience and promptness in responding to orders is invaluable to young Americans. Its influence in promoting patriotism, and in training young men for important positions in a national crisis are incalculable. In the late war with Spain, eighty-one cadets or graduates who had been cadets, entered the army, of whom twenty-eight were commissioned as officers in the Volunteer Army. The companies meet for practical or theoretical work three hours a week. Cadets must purchase uniforms, the cost of which should be noted in making an estimate of expenses. Complete uniforms cost from $10.00 to $18.00. They are neat and durable, and are often worn continuously. NO CHARGE FOR INSTRUCTION.

EXPENSES FOR YOUNG WOMEN.

A statement of estimated expenses for young women will be sent on application, by addressing Professor C. B. Austin, Dean at Monnett Hall, Delaware, Ohio.

Ladies desiring to take a commercial course, making application for accommodations at Monnett Hall after all rooms are engaged, will be furnished rooms at private residences.

TIME REQUIRED TO COMPLETE THE COURSE.

It usually takes five to eight months close study to complete the Commercial Course. It can be done in less time; it depends upon the knowledge and previous training of the pupil. The more knowledge one has, the better fitted he will be for the work and proportionately less time is required for the completion of the course.

SHORTER COURSES.

It is not necessary that a student should stay the required time, nor even that he should complete any of the given courses in order to be benefitted by the instruction.

Students will be admitted at any time for either of the courses or for any of the branches in either course. Nine months' scholarships are issued for each course, or any combination of them.

DIPLOMA AND CERTIFICATE.

Pupils who complete either course and pass the required examinations, are granted diplomas, the cost of which will be $2.00. Those who take a part of the course, are given a certificate covering the branches pursued.

OBTAINING SITUATIONS.

We endeavor to place in good positions graduates who have good qualifications, but we make *no promise* to do so in any given case. Any school which guarantees a position to a pupil upon the completion of a course, simply holds out a bait of fraud and deceit.

Our chief business is that of imparting knowledge, combined with a watchfulness over the welfare and best interests of pupils. We freely and gladly assist our graduates to obtain employment, and we have facilities which are rapidly growing in this important branch of our work. Those who come and QUALIFY THEMSELVES are never unable to obtain an opportunity to use their knowledge.

During the past three years every pupil who completed courses I and II, secured a good position. In fact, we were unable to fill all applications for bookkeepers, stenographers and office help.

PAYMENT OF TUITION.

With but few exceptions we require the tuition to be paid in advance, and *no scholarship will be transferred or taken back,* as our school is in continual session eleven months of the year, and we stand ready and willing to perform our part of the contract at all times.

ATTENDANCE.

As commercial students are members of the University the same as other department students, they are required to be regular and punctual in attendance. Each teacher keeps a class book in which a record is kept of the attendance of each pupil, together with a record of the progress made in all branches pursued. Parents and guardians, upon application, will have this record mailed to them from time to time.

CLASS INSTRUCTION.

There are classes and daily recitations in each of the various principal branches taught. In Shorthand and Bookkeeping it has been found necessary to have from three to four classes, so that new pupils may enter the school *at any time*, and be accommodated with classes to suit their knowledge in each branch. Private instruction is given at any time to all who desire to commence any branch from the beginning.

DISCOUNTS.

When two or more pupils from the same locality (outside of Delaware county), purchase scholarships, at the same time, each will be allowed a reduction of five per cent. from the catalogue prices. When three or more enter from the same locality at the same time, a reduction of ten per cent. will be allowed. Rates for "*combination courses*" will be found under "Courses and Tuition Rates," in this catalogue.

TEXT BOOKS, BLANKS AND STATIONERY.

The cost of text-books, blanks and stationery depends upon the course taken. The outfit for the Business Course will cost from $10.00 to $12.00. The outfit for a course in Stenography and Typewriting will cost about $4.00. The entire cost for any combination of courses will not exceed $17.00 complete.

WHERE TO GO, ON ARRIVING AT DELAWARE.

The office and main apartments of the School occupy the third and fourth floors of Elliott Hall, the large frame building on the University grounds on South Sandusky street.

Upon arriving in the city, at either of the three depots, pay no attention to checked baggage, but retain the checks until you have selected your room, (ladies, however, should order their baggage taken to Monnett Hall, unless it is desired to take quarters with some relative or acquaintance.) Take a street car and direct the conductor to take you to the University. Upon arriving at the University grounds, come directly to the office of the Principal in Elliott Hall. Having made preliminary arrangements, a room and boarding place is selected, and satisfactory arrangements will then be made for the transfer of baggage to your room.

Students arriving at night, or after school hours, will find good accommodations at Hotel Donavin.

Each student coming to our school should bring a certificate of good moral character for matriculation purposes. A student coming from another college should bring a letter of honorable dismissal.

He that blows in the dust, will fill his own eyes.

ADDITIONAL INFORMATION.

We desire that applicants have *no hesitancy* in writing for information concerning the School. Write to us as frequently and freely as is desired concerning general or detail information. The more thoroughly prospective pupils understand beforehand what is expected of them while students in the University, the better we are pleased, and the better satisfaction is attained at all periods of the course.

TESTIMONIALS, MERITS, REPUTATION.

The management does not think it necessary to publish testimonials in this catalogue as to the merits of the School of Business, or the success and reputation of its instructors. We have them in sufficient numbers to fill this publication. Anyone who desires proof of the ability of the school and its management through the channel of testimonials, we shall, upon request, mail them a special list, and also refer them to over three thousand former pupils and graduates who have taken a course under our instruction—a great portion of whom are now filling positions of trust and responsibility in business offices.

The department neither boasts of the *finest college office* in the United States, nor of the School *alone qualified* to impart a business education. In order to gain notoriety and patronage, some business college proprietors whose schools are equipped with deficient instructors are prone to make some of the above utterances their chief advertisement.

Modern and practical methods have been adopted and first=class text books selected, living teachers employed, who are well tested and possessed with large experience. This school offers first=class facilities thoroughness. college privileges—a University Library, Gymnasium, Athletic Field, and a Pleasant College Home.

A Few Frequent Questions Answered.

(Please study carefully before writing for further information.)

When can I enter the school ? On any business day of the year.

What are the requirements for entering ? An ordinary English education; yet pupils who are deficient in any branch will have an opportunity of studying such branches.

Is there an Examination upon entering ? None ; yet you should bring your grades from the school which you last attended.

What can Board and Room be gotten for ? From $2.00 to $2.50 per week and upwards. A vast majority of our pupils board in clubs at $2.25 per week. Better board is obtained in this way than is given in the best boarding houses. Excellent furnished rooms are rented from 50 cents, 75 cents, to $1.00 per week. Heat and light should not cost over 25 cents per week.

What do you mean by a nine months' Scholarship? Upon payment of the specified tuition for any given course or combination of courses on entering, the pupil is given a scholarship covering nine months' instruction in the branches named thereon. This period is amply sufficient to enable any one to complete the branches. In fact, not one per cent. of the pupils who enroll in this department, ever take advantage of the entire period named on the scholarship. The time mentioned on the scholarship need not necessarily be used up continuously. The pupil may take a part of the course or even complete the same, yet afterwards be privileged to return for review, and use the balance of the time remaining on the scholarship.

Do you guarantee Positions for your Graduates? We do not. No reliable and honorable business college *ever guarantees positions*. Why should they guarantee their graduates positions any more than dental, medical or law schools? Gamblers and adventurers, on their seeming honesty and hypocrisy make their game appear plausible to the unwary. WE DO GUARANTEE TO GIVE THE MOST THOROUGH AND PRACTICAL INSTRUCTION IN ALL BRANCHES TAUGHT.

Are your graduates successful in obtaining Positions? During the past year we have been unable to fill but a small percentage of the calls for positions as stenographers, bookkeepers and instructors of commercial branches in colleges and high schools. All who complete Courses I and II have no trouble in securing work. During the past college year every pupil who completed these two courses, as outlined on page 5 of the catalogue, is now occupying a lucrative position, and we have had a large number of calls for assistants which we were unable to fill.

Are you required to take all the Studies outlined in any of the given Courses? No. You are privileged to select such studies from any of the courses as you may desire. Combinations not outlined in our catalogue are constantly being made by pupils, and the charge for the same may be learned when you submit the list of studies to the Principal.

Is the School of Business a part of the University, and are its Students subject to the same Rules, Regulations and Privileges? The School of Business is a sub-department of the University, as are the Musical, Medical, Art and Military Departments. Its pupils are under the same rules and regulations, and have the same privileges as the classical, scientific and literary students.

What length of time is required to complete a Course? We can not answer this question until we know the course or combination of courses you desire to pursue. Even then the ability of the student shortens or lengthens the time required to complete the course. We require all students to take a sufficient number of studies to keep them busy. We do not advise any pupil to make a specialty of any given branch, yet many former students have done so. *Courses I and II, which are taken by a majority of our students*, should be completed in from seven to eight months, and pupils who are quite well advanced in their English studies are enabled to complete it in less time. Course I, when taken alone may be completed in from eighteen to twenty-four weeks; Course II in five months.

While taking studies in the School of Business, are you permitted to take studies in the other Departments of the University, and if so, at what additional expense? Yes; if the studies are in the Musical, Art, Military, or School of Oratory Departments, a special fee is charged for the studies taken. If the branch belongs to the Academic, Preparatory, or Normal Departments, or to the Literary Course, you are charged $1.00 per term hour for such studies. A *term hour* is a recitation given one or more times per week during the college term, which averages twelve weeks; that is, if there are two recitations per week given in a branch, the fee will be $2.00 per term; three recitations per week, $3.00; four recitations, $4.00, etc.

Do you have Terms in the School of Business? No; not with the regular course pupils. We use the word "Term" for the accommodation of pupils of other departments of the University, as their regular studies are outlined by the term. Regular course pupils are requested, as far as is convenient to them, to enter about the 1st or 15th of each month, as new classes are organized in all studies on or about these dates. Pupils who enter at any time between these dates are given *private lessons* until they are able to join a class. New classes are organized in all branches at the commencement of each College Term.

Is a pupil enabled to take the Business, Shorthand and Typewriting Courses, (I and II) at the same time? Yes. A large majority of pupils take this combination of courses in order to have full work. We advise all to take *this combination of courses*. It will better equip you to accept any clerical position which may be offered. The average pupil has no trouble in mastering the work, as the course is divided to meet the time and convenience of the pupil.

A Few of Our Former Pupils.

WHAT THEY ARE DOING AND THE BUSINESS HOUSES EMPLOYING THEM.

Anderson, Ira O., Manager, Art Co., Sidney, O.
Aigin, Anna M., Bookkeeper and Stenographer, Pittsburg, Pa.
Alexander, Mary E., Instructor of Penmanship, public schools, Gallipolis, O.
Beach, D. E., Bookkeeper, Methodist Book Concern, Chicago, Ill.
Buckingham, L. H., Bookkeeper, Marseilles, O.
Boyd, E. W., Bookkeeper, J. C. Roane Planing Mill, Weston, W. Va.
Beatty, A. W., Auditor, Belmont Co., St. Clairsville, O.
Biddle, Harry, Bookkeeper, Biddle Bros., Parkersburg, W. Va.
Banks, Rolla, Teacher, Coshocton, O.
Beathard, Chas. L., Bookkeeper and Stenographer, Columbus, O.
Brittain, Mrs. Maud, Bookkeeper and Stenographer, Delaware, O.
Bowker, Don G., Stenographer, Norwalk, Cal.
Barrett, F. W., Bookkeeper, Spring Valley, O.
Bennett, C. T., Attorney-at-Law, Houston, Tex.
Beathard, Grace, Stenographer, Columbus, O.
Berger, Gertrude H., Stenographer, Columbus, O.
Barrett, Roberta, Bookkeeper, Hooper, Col.
Bratton, Mrs. Myrtle A.; Secretary and Stenographer, Morristown College, Morristown, Tenn.
Carr, Adelaide, Stenographer and Bookkeeper, Syracuse, N. Y.
Caris, I. B., Stenographer, Cleveland, O.
Caris, A. G., Bookkeeper, Columbus, O.
Carter, Nora C., Stenographer and Bookkeeper, Chicago, Ill.
Casto, Dr. D. D., Physician and Surgeon, Ripley, W. Va.
Clipp, Wilber L., Bookkeeper, B. & O. Ry. Co., Bellaire, O.
Chadwick, Guy C., Stenographer, S. Cumberland, Md.
Campbell, Herman R., Stenographer, Columbus, O.
Clairige, Geo. W., Instructor of Bookkeeping, Walden University, Nashville, Tenn.
Carhart, Fred L., Bookkeeper, Marion, O.
Case, E. B., Instructor of Penmanship, Nelson Business College, Cincinnati, O.
Clark, Florence C., Bookkeeper, Delaware, O.

Carter, R. S., Stenographer, Yuma, New Mexico.

Davidson, C. M., with Westinghouse Mfg. Co., Pittsburg, Pa.

Davis, Anna M., Stenographer and Bookkeeper, Ohio Fire and Brick Co., Oak Hill, O.

Davis, W. F., Telegraph Operator, Chattanooga Southern Ry. Co., Chattanooga, Tenn.

Davis, Flora B., Assistant Postmaster, Upper Sandusky, O.

Dike, Maggie E., Stenographer, Collier's Weekly Office, Indianapolis, Ind.

Dorward, I. P., Traveling Agent, Slatington Slate Co., Slatington, Pa.

DeYo, Roy C., Bookkeeper, Parkertown, O.

Elsom, Stewart, Freight Office, T. & O. C. Ry. Co., Marysville, O.

Ely, Ella, Stenographer, Delaware, O.

Evans, Grace, Bookkeeper and Stenographer, V. T. Hills' Wholesale Grocery, Delaware, O.

Friend, A. W., Merchant and Bookkeeper, Pleasantville, O.

Fletcher, M. A., Clerk, Exchange Bank, Mannington, W. Va.

Fuller, Myra L., Stenographer, Cleveland, O.

Furniss, Eva., Instructor of Stenography, Walden University, Nashville, Tenn.

Falkner, J. F., Bookkeeper, Central Ohio Paper Co., Columbus, O.

Gerhold, Chas., Bookkeeper, Mogadore, O.

Gibson, A. P., Mine Foreman, Harvey Coal and Coke Co., Bissell, W. Va.

Gessner, C. W., Bookkeeper, Government Office, Washington, D. C.

Goodwin, C. L. V., Bookkeeper, Camden, O.

Gottschalk, Cara, Bookkeeper, Ashtabula, O.

Guyton, E. G., Instructor of Bookkeeping and Stenography, McDonough Institute, La Platta, Md.

Griffiths, W. C., Bookkeeper, Granite City, Ill.

Hamner, E. H., Bookkeeper, Marysville, O.

Haas, J. B., Bookkeeper, Delaware, O.

Herr, Bertha, Bookkeeper, Marysville, O.

Hiles, Stella M., Stenographer, Shelby Tube Co., Shelby, O.

Hewett, Carl C., Bookkeeper, Hewitt & Strevey, Sedàlia, O.

Hills, L. C., Assistant Bookkeeper, V. T. Hills & Co., Delaware, O.

Hudson, Bessie, Bookkeeper and Stenographer, Chicago, Ill.

Hale, L. H., Bookkeeper, West Liberty, O.

Hoskinson, Zoe E., Stenographer, Insurance Office, Columbus, O.

Irwin, Olive, Bookkeeper and Stenographer, Riddle, Graff & Co., Delaware, O.

Jayne, Mary L., Bookkeeper, Deposit Bank, Delaware, O.

Jones, T. W., Bookkeeper and Stenographer, The Hall-Collins Hardware Co., Columbus, O.

Johnston, Robert A., Stenographer, General Foreman's Office, B. & O. Ry. Co., Washington, D. C.

Jenkins, D. H., Bookkeeper and Stenographer, Whistle Creek Mining Co., Knoxville, Tenn.

Johnston, Erma, Bookkeeper, Wilmington, O.

Kinney, D. N., Teacher of Bookkeeping, Staunton, Va.

Kibby, Chas. G., Instructor in Commercial Department, High School, Mt. Clemens, Mich.

Keys, H. H., Bookkeeper, Peach Orchard Coal Co., Peach Orchard, Ky.

Kelso, Harry J., Stenographer, Greenfield, O.

Kugler, Florence E., Stenographer and Bookkeeper, Cleveland, O.

Lynn, Mary H., Bookkeeper, Lumber Co., Delaware, O.

Long, Bessie, Bookkeeper, Delaware, O.

Lanham, Frank, Instructor of Bookkeeping and Stenography, Ironton, O.

Long, Nelle, Court Stenographer, Court of Common Pleas, Delaware, O.

Leyshon, J. A., Bookkeeper, New Straitsville, O.

McKee, J. Clyde, Bookkeeper, Falcon Iron and Nail Co., Niles, O.

McQuinn, Emmet G., Traveling Salesman, Albany, Ind.

Mortley, Dwight B., Traveling Salesman, The Ohio Cultivator Co., Bellevue, O.

Miller, Hazel, Bookkeeper, Insurance Office, Delaware, O.

Moist, Grace L., Bookkeeper, J. Hessnauer Cigar Manufactory, Delaware, O.

McDevitt, Glenn, Bookkeeper, Newark, O.

Moist, Murray S., Bookkeeper, Lumber Co., Delaware, O.

Mann, A. C., Teacher, Center Village, O.

Morgan, Thomas, Stenographer and Bookkeeper, Columbus, O.

Marchant, R. W., Traveling Salesman, Woolson Spice Co., Toledo, O.

Neds, W. W., Stenographer, F. O. Shoedinger, Mfgr., East Long St., Columbus, O.

Nixon, W. R., Bookkeeper, Lumber Co., Welsh, W. Va.

Norris, Natella, Stenographer, Cleveland, O.

Nelson, R. C., Auditor, Ohio Co., Rising Sun, Ind.

Oswald, Tracy, Bookkeeper and Stenographer, C. D. & M. Elect. Ry. Co., Delaware, O.

Pender, Will F., Bookkeeper, Citizens' Bank, Napoleon, O.

Phillips, G. B., Druggist, St. Mary's, W. Va.

Packard, Roy, Bookkeeper, Reedsville, O.

Packard, Clyde, of V. J. Packard & Sons, Reedsville, O.

Poole, W. O., General Manager, Findlay Lumber Co., East Prairie, Mo.

Rosser, Carl A., Bookkeeper, Arcanum, O.

Rice, Violetta A., Stenographer, Columbus, O.

Rosenburg, Miss, Bookkeeper, Delaware, O.

Randell, Marie, Bookkeeper, Delaware Ice Co., Delaware, O.

Roe, Irwin F., Bookkeeper, Day & Co., Allegheny, Pa.

Roads, Katie, Instructor of Bookkeeping and Stenography, Moore's Hill Ind.

Ray, Ethel L., Bookkeeper and Stenographer, Castalia, O.

Roberts, G., Bookkeeper, Gallipolis, O.

Rutherford, P. E., Bookkeeper, L. S. Wells' Book Store, Columbus, O.

Roemer, Alma, Stenographer, Insurance Office, Wapakoneta, O.

Robinson, Walter H., Stenographer, Akron, O.

Raine, Jessie E., Bookkeeper, Ironton, O.

Shaw, F. L., Stenographer and Bookkeeper, Chicago, Ill.

Spahr, Paul R., Manager, Illinois Life Insurance Co., Urbana, O.

Sharp, Denny, Stenographer, Delaware Electric Light and Power Co., Delaware, O.

Sifritt, L. G., Assistant Bookkeeper, V. T. Hills & Co., Delaware, O.

Spencer, Fred C., Bookkeeper and Stenographer, Hurshell Lime Co., Sugar Ridge, O.

Shahan, Nellie, Stenographer and Bookkeeper, G. G. Galloway, Dry Goods Store, Delaware, O.

Smoots, H. V., Bookkeeper, Fredericktown, O.

Strider, Laura J., Stenographer, Greenfield, O.

Shaffer, Warren T., Clerk, Deposit Bank, DuBois, Pa.

Shriver, C. S., Teacher of Penmanship, Spraggs, Pa.

Smith, Laura B., Stenographer, 5962 Maple Ave., St. Louis, Mo.

Smith, C. A., Bookkeeper, Wellsville, Kan.

Smith, Helen G., Stenographer, St. Louis, Mo.

Stauffer, W. A., Bookkeeper and Stenographer, Cleveland, O.

Smailes, J. G., Instructor in High School, Coshocton, O.

Swickheimer, Rena, Stenographer, Union Central Life Insurance Co., Delaware, O.

Swisher, J. W., Bookkeeper, Richwood, O.

Stephen, Jessie M., Bookkeeper, Standard Clothing Co., Delaware, O.

Smith, Emile, Auditor's Office, Union Co., Marysville, O.

Spangler, Mary E., Bookkeeper and Stenographer, J. T. Vail & Sons, Columbus, O.

Studer, M. E., Bookkeeper, Riter-Conley Mfg. Co., Pittsburg, Pa.

Truax, F. E., Traveling Salesman, Zanesville, O.

Talmage, Ethel, Stenographer, Richwood, O.

Thompson, Edward R., Jr., Bookkeeper, Delaware, O.

Wade, Mary E., Stenographer, The Ayers Lumber Co., Redkey, Ind.

Wilson, J. R., Bookkeeper and Stenographer, Richmond Elevator Co., Lenox, Mich.

Warner, P. D., Mgr., Sneath & Cunningham, Commission House, Burgoon, O.

Walden, Geo. H., Head Bookkeeper, W. M. Walden & Co., Pomeroy, O.

Wiles, Nellie L., Bookkeeper and Stenographer, Delaware Water Co., Delaware, O.

Weekly, W. D., Stenographer, Government Office, Washington, D. C.

White, Fred L., Bookkeeper and Stenographer, Columbus, O.

Wickersham, F. E., Bookkeeper, The People's Bank, Jamestown, O.

Watkins, Geo. H., Head Bookkeeper, V. T. Hills & Co., Delaware, O.

Weekly, W. D., Teacher, Pond Run, O.

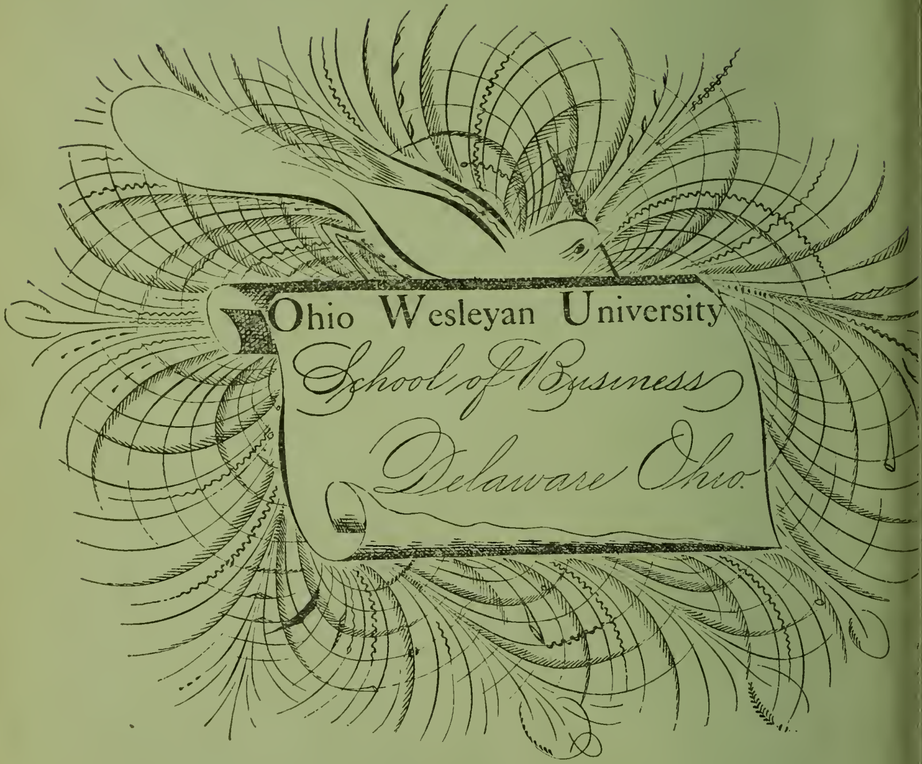
Way, Betsey E., Stenographer, H. H. Giesy, Lumber Dealer, Lancaster, O.

Wolfe, Ralph H., Stenographer, H. H. Giesy, Lumber Dealer, Lancaster, Ohio.

Zimmerman, D. H., Bookkeeper and Stenographer, International Harvesting Machine Co., Philadelphia, Pa.

MAIN ENTRANCE TO COLLEGE CAMPUS.

Press of the
DELAWARE GAZETTE.


Ohio Wesleyan University
School of Business
Delaware Ohio.

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Vol. V SEPTEMBER 1, 1906. No. 5

OHIO WESLEYAN UNIVERSITY

BULLETIN

School of Business Number

1842

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Descriptive Circular

Ohio Wesleyan University

School of Business

Commercial Department of the
Ohio Wesleyan University.

DELAWARE, OHIO

Bulletin

ISSUED BI-MONTHLY
PUBLISHED BY THE UNIVERSITY, DELAWARE, OHIO

1906

ELLIOTT HALL.

The quarters of the School of Business occupy two entire stories of this building.

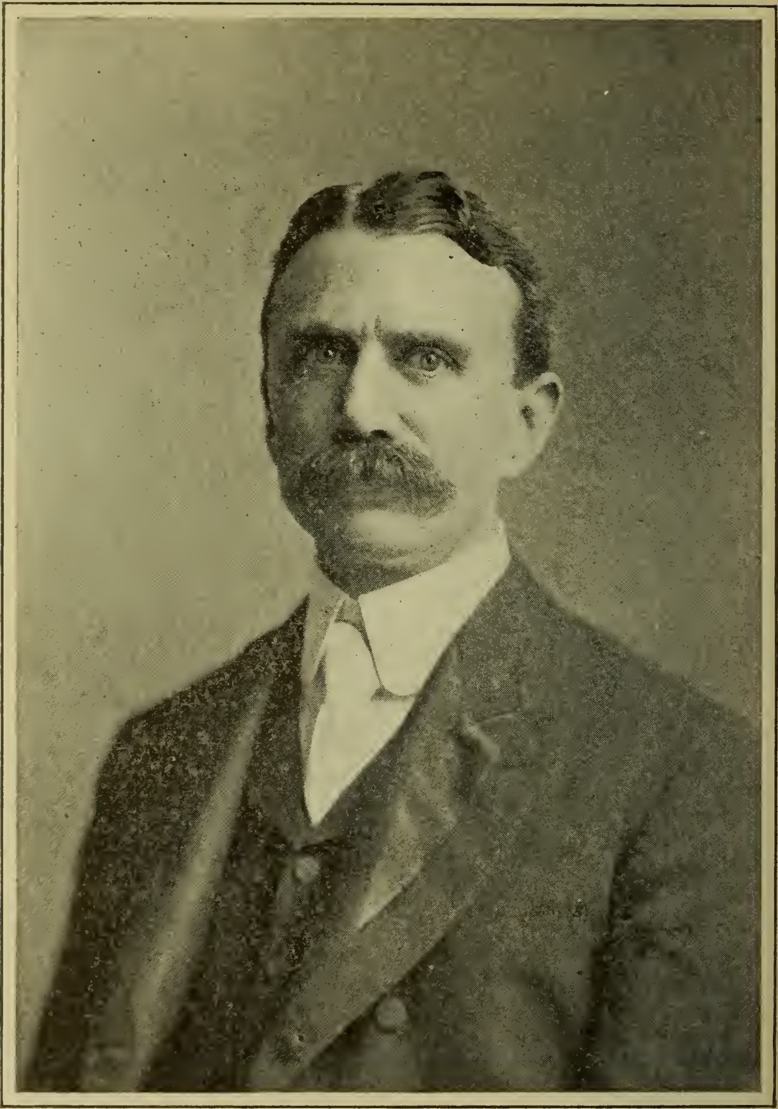
DELAWARE, OHIO.

LONG before the University was dreamed of, Delaware was noted for beauty and for health. The rolling ground, the mild climate and the healing waters made this spot the headquarters for rest and recreation of the Delaware Indians, after they had been driven from their eastern home. The first white settlers soon learned that the fame of the sulphur springs rested not on Indian legend, but on established facts. The famous White Sulphur Spring on the College Campus is only one among many of the springs within easy distance. The spring abounds in romantic associations, one of the most interesting of which is the fact that at this spot young Rutherford B. Hayes first met Lucy Webb, the first girl admitted to the College classes.

Delaware, originally known as a watering place, but now far-famed as a college town, has grown to a city of nine thousand inhabitants. It is located twenty-four miles north of Columbus, very near the exact geographical center of the state. Three railroads—two divisions of the Big Four (Cleveland to Cincinnati, and Springfield to Delaware), the Hocking Valley, and the Pennsylvania Line, running to Sandusky, Ohio, besides the Columbus, Delaware and Marion, an interurban trolley line—make it easy of access from every direction; while electric cars and lights, the new system of heating buildings and residences by a central hot-water plant, the modern sewer system, shady streets, good schools, churches, and beautiful homes make it an almost ideal dwelling place.

WHAT BUSINESS COLLEGE SHALL I ATTEND?

This question is asked by all who are contemplating a course of business instruction. The school chosen is attended but once, hence your selection should be carefully and impartially made. Beware of "cheap tuition rates," and also of schools which offer a reduction should you enter during a certain portion of the year. There is a marked difference between "cheap schools" and low priced tuition. Do not decide in favor of a school which promises to give you a complete business course in from ten to fourteen weeks. Investigate, with great care, the reputation of the school, its surroundings, its instructors, its environment and the success of its graduates. *We* offer *low rates* of tuition. The Ohio Wesleyan University, being an endowed institution, is thereby enabled to offer rates which are at least one-half less than those charged by schools which depend upon the tuition collected, for support. The University is enabled to offer a course of business instruction, second to none, in thoroughness and completeness. A careful selection has been made of methods, instructors, and all the modern requirements for giving a business education. Our advantages are superior and our inducements unequaled.



HERBERT WELCH, D. D., LL. D.,
President of Ohio Wesleyan University.

PROPER PREPARATION FOR BUSINESS.

If you desire to thoroughly qualify yourself for business, make it a point to enter a strictly high-grade Commercial School. Select one that possesses all the facilities required for giving the most thorough and practical training.

By the right training, combined with a determination to master the work undertaken, you can become a strong and capable personage in any business circle. These attainments cannot be reached in a day.

The management of the Ohio Wesleyan University School of Business assures all applicants that the various courses of study and training offered are thorough, efficient and practical—given under the untiring vigilance and close observation of the best teachers.

TO ALL DESIRING A BUSINESS EDUCATION.

We ask your candid and impartial consideration of the advantages and many inducements offered by the Ohio Wesleyan University School of Business.

The complete course in all business branches, the ability and wide experience of our corps of teachers, our large halls, well ventilated and well lighted, make this school the most desirable place to prepare for the active duties of a successful business life.

Feeling thankful for past favors, and soliciting due consideration of our merit on the part of future patrons, we ask for further confidence and support.

ADVANTAGES OF THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

Free access to all modern improvements of the University provided for the convenience and comfort of its pupils.

Low rates of tuition. High grade of instruction.

Privileges of the University Library, Gymnasium, and all college equipments.

A thorough, competent, experienced and live corps of instructors.

Modern methods and the use of the latest text-books on all commercial branches.

The most complete and practical course of training in the shortest time possible.

A business course under the privileges and environment of a great University.

Methods of instruction which are modern and practical.

A School of Business equipped for the rapid progress of its students.

Thoroughness and completeness of the several courses.

Our instructors are equipped with years of preparation and experience—each is an expert.

PRINCIPAL'S OFFICE.

Graduates of this School carry with them a prestige much superior to other business colleges.

Every pupil completing Courses I and II last year is now holding a good lucrative position.

UNIVERSITY GYMNASIUM.

COURSES OF STUDY.

In order that a better idea may be obtained, as to the completeness of the courses, we append the following list of studies in each

I. BUSINESS COURSE.

(THEORETICAL.)

Bookkeeping, single and double entry, Business Penmanship, Business and Legal Forms, General Correspondence, Commercial Law, Commercial Arithmetic, Rapid Calculation.

(PRACTICAL.)

Actual Business Practice and Office Work, Wholesaling, Retailing, Business Papers, Commission, Joint Stock Companies, Manufacturing, Banking, Spelling.

II. SHORT-HAND AND TYPEWRITING COURSE.

The Eclectic System of Shorthand, Typewriting on Smith Premier and Remington machines, Touch System of Typewriting, Office Training, Business Correspondence, Dictation, Spelling, Office Practice.

III. ORNAMENTAL PENMANSHIP, ENGROSSING, AND LETTERING COURSE

Ornamental Penmanship, Flourished Birds and Animals, Flourished Capitals, Scrolls, Plain Business Writing, Combination Capitals, Italics, Engrossing and all kinds of lettering, Theory of Teaching Penmanship.

IV. ADVERTISING COURSE.

A complete course in theoretical and Practical Advertising, embracing Newspaper, Magazine, Catalogue, Circular Letter and all modern forms of advertising.

V. ENGLISH COURSE.

ACADEMIC DEPARTMENT.)

Grammar, Arithmetic, Rhetoric, Composition, History, English, Literature, Algebra, Geometry.

VI. COMMERCIAL GEOGRAPHY.

Redway's Text, with General History of Commerce, by Webster, as reference work.

Consult Tuition Rates for the Above Courses on Pages 24 and 25.

Send for an Illustrated Catalogue of the School of Business, giving full information. It is Free for the asking.

SECTIONAL VIEW OF BOOKKEEPING DEPARTMENT.
(Only one of the college banks is shown.)

DEPARTMENT OF

Bookkeeping

BANKING AND ACTUAL BUSINESS PRACTICE.

BRIEF OUTLINE OF THE COURSE.

It is scarcely necessary to follow, in detail, the method of instruction in the Bookkeping Department. Suffice it to say, that from the beginning to the end, the point aimed at is to lay a deep foundation of the science, and to build thereon the complete structure. A happy combination of both individual and class instruction is given. From first to last, the principles are taught, in every variety of form, with their application to enterprises of various kinds. The first foundation of the science is laid by means of blackboard illustrations. We have found, after over twenty-three years' experience, that better results are attained, in at least one-half less time, than can be accomplished by any other method.

Pupils have constant drill in journalizing and giving, in their own language, their understanding of the principles relating to accounts.

After being thoroughly drilled in the theoretical principles, pupils are then placed in business for themselves, and make their transactions with each other in the buying and selling of merchandise and the exchanging of values—prices of the same being changed daily. All kinds of business are represented (by a complete set of books conducted and properly closed with a statement of results), consisting of modern enterprises of all sorts, such as lumber and coal business, retail grocery, farming implements, commission business, corporation set, banking, insurance business, etc., etc. The students are regularly graded and promoted according to their attainments. Each pupil is required to pass a satisfactory examination at stated periods of the course.

ACTUAL BUSINESS.

It is true that there are many temptations offered to prospective pupils by overestimating the results which can be attained by what is called "actual business" in business colleges. It is impossible for any school of business to present a *genuine* actual business course. It is true that miniature bales, boxes and samples of merchandise may be handled by students in their practice, yet no railroads or steamboats are actually engaged in conveying the goods bought and sold.

Greater or less importance may be placed upon this method of teaching a business course, yet we must all remember that in large business enterprises and manufacturing establishments the corps of bookkeepers employed to keep a record of the business done, do not even see any of the goods, let alone handling them, themselves. The bookkeepers' office is often either located many squares away from the manufacturing establishment, or several stories from the place where the business is transacted. While it is true that every effort to bring actual work into business training must result in good, yet it is possible to perpetrate a great deal of clap-trap through them, by the exhibition of first-class carpenter and glazier work in the erection of business offices, insurance offices, banks, and other purely mechanical resemblance of the actual thing. Many cheap and inferior business colleges make such a display their chief source of advertising. However, a vast importance depends upon the competency to present the principles and to represent the real work. Each requisite can be met where cultivated brains and honesty are combined. The clinic of the medical school and the moot court of the law school establish this. At stated periods of the course new and carefully studied exercises are, from time to time, introduced, which enable pupils to understand and master the science in a satisfactory manner.

O. W. U. ASTRONOMICAL OBSERVATORY.

COMMERCIAL LAW.

The study of Commercial Law has always been considered a very important branch in business training. The thorough and practical work done by the School of Business, including the competency and thoroughness of instruction, presents advantages which are unexcelled.

We regard Commercial Law as one of the most important and practical studies of a business course, and if it is pursued with thoroughness and fidelity in connection with other business studies, a pupil is equipped for the needs of every-day business life; he is also fitted to know his own rights and rendered capable of avoiding injurious mistakes. It is difficult to find a more valuable study for an individual who is qualifying himself for the correct transaction of business.

We have adopted a very excellent text-book and all "Business Course" pupils pursue the study under the guidance and criticisms of a successful instructor. Mr. McDonough has been connected with the school four years. His actual experience in connection with the Delaware Savings Bank, as Assistant Cashier for several years, renders him a valuable instructor.

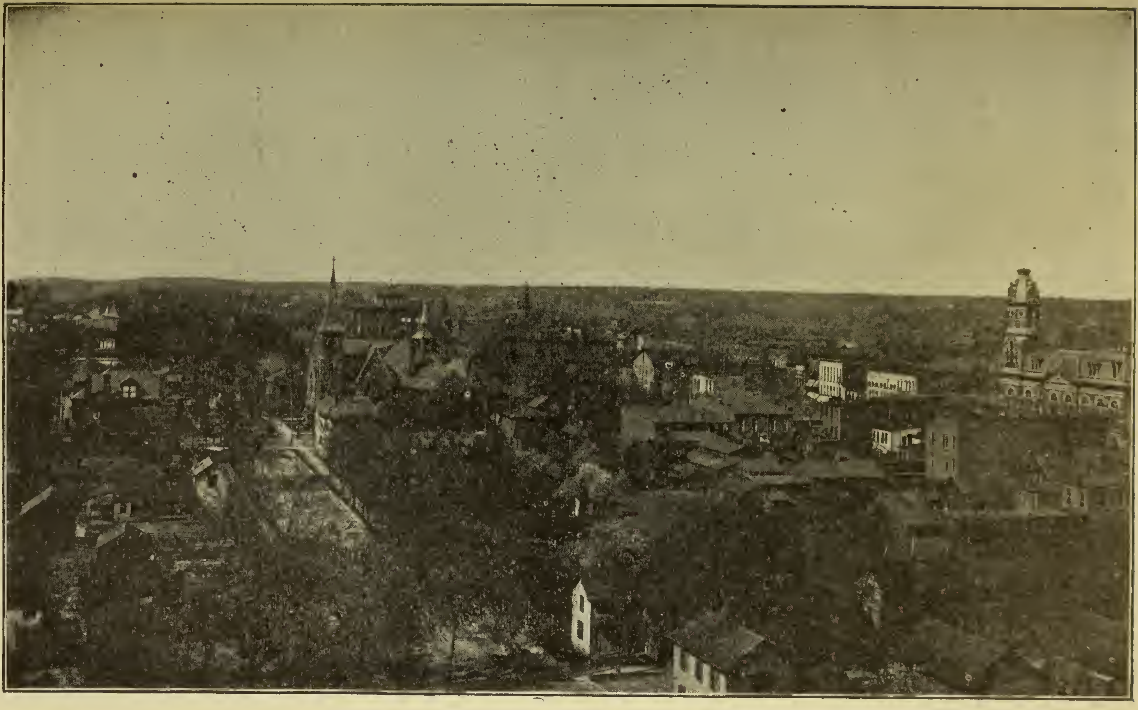
The main subjects pursued in the course of Commercial Law are Negotiable Paper, Agency, Guaranty, Warranty, Sales, Lien, Partnership, Insurance, Contracts, etc., etc. These are essential topics for every business man to know.

COMMERCIAL ARITHMETIC.

Calculation may be said to be the mainspring of business, and while the proper exercise of it leads to success, the want of it invariably leads to failure. There is no branch of learning which affords better discipline in the development of good reasoning power than mathematics.

Every occupation of life requires the knowledge of figures; especially is this true with business men with whom correctness and rapidity are wholly indispensable.

All students in Arithmetic, in order that they may attain the highest excellence, have their work so arranged that every one receives thorough instruction in rapid calculation. Pupils are given, from time to time, the most thorough methods of rapid calculations pertaining to business transactions, such as Banking, Percentage, Trade Discount, Interest and Averaging Accounts. The course includes thorough drills in Stocks, Bonds, Exchange, Loss and Gain, Partial Payments, Equation of Payments, and all branches which may be of use in any business office.



Asbury M. E. Church. Court House. Business Center. City Hall.
Public Library. William Street M. E. Church.

DELAWARE, OHIO—OUTLOOK FROM THE BELL TOWER OF ST. PAUL M. E. CHURCH.

DEPARTMENT OF SHORTHAND AND TYPEWRITING.

The System We Teach and How We Teach It.

THE SYSTEM.

After years of experience in business college work, we would be foolish indeed to teach anything but the best system of Shorthand, one that will give students a practical working knowledge of the art in the shortest possible time, and that is also capable of the very highest speed. If a shorthand system is hard to read or to write, it of course requires a longer time to learn it; and if it is either so difficult or so long that it can not be written rapidly, it does not fulfill the requirements of the BEST system, which must be EASY TO LEARN AND CAPABLE OF BEING WRITTEN AT THE MOST RAPID RATE OF SPEED.

All of the "old style" systems (Pitmanic) are hard to learn. Not even their own writers deny this. ECLECTIC SHORTHAND is the ONLY easy system that can be written rapidly. There may be others as easily learned, but their characters are so unnatural and their outlines so long that it is impossible to do difficult work with them.

ECLECTIC SHORTHAND.

Plainest. More of the sounds of a word are expressed than in any other system.

Easiest. There are no word signs or exceptions to rules, and sounds are expressed in their natural order.

Fastest. The strokes are natural and light, and based on the longhand alphabet. No perpendicular or backward strokes in the alphabet.

THE METHOD.

The Ohio Wesleyan University School of Business is up-to-date in Shorthand instruction, as in everything else. Ours is the first school in Ohio to adopt the new Loose Leaf system of lessons in Eclectic Shorthand. The loose leaf system has revolutionized modern business methods. Our lessons in Shorthand are the only ones based on this system, and are far in advance of all others. These new lessons are the result of years of practical experience in writing and teaching Shorthand. Every one is simple, easy and logical; and the course is so arranged that the student is always interested. Sentences are written in the first lesson, and the eighth lesson begins a story written in Shorthand—not long, cumbersome outlines, but the shortest and most perfect of which the Eclectic system is capable. Nothing is given the student to write or to read except that which has been covered by principles previously presented. Therefore, the student can always read and write correctly. There is no guess work about it.

SECTIONAL VIEW OF SHORTHAND RECITATION ROOM.

Engraved illustrations appear in the first lessons of the course, giving the student the benefit of perfect forms at the time he most needs them—in the beginning. The student's work is correct, because he has correct illustrations—the kind that enable him to see differences that would not otherwise be apparent. In the latter part of the course the illustrations are photographic reproductions of notes written at a rapid rate of speed. In this way we combine both the theoretical and the practical in the most perfect way, and every student obtains a working knowledge of Shorthand not possible with any other system.

This department of the School of Business is conducted on a strict plan of thoroughness and completeness in all of its appointments. In the past it has accommodated a large number of students, giving them modern comforts and conveniences, and many of them are now occupying positions of trust and responsibility. The Principal, Miss Estella M. Hutchisson, A. B., is an expert reporter, a teacher of several years' experience, and a practical writer of shorthand.

Pupils under her instruction are permitted to learn the art from a reliable and practical source, not only in the skill of presenting the principles of the art, as a shorthand writer, but also as an accomplished teacher. The best evidence of her superior instruction is to be found in the success of her graduates, which places this department as a leader—not an imitator—in this important branch of business education. Our work, in fact, gives us the leading place as to strength and efficiency which can only come from the adoption of the latest and most practical methods.

Our system of training is the best for all who desire to become first-class amanuenses and reporters. Pupils receive personal instruction, combined with class and blackboard exercises. Principles are first learned, and pupils become well acquainted with them, after which, all their energies are bent toward attaining speed. At all times we make a specialty of speed in class drills, by which means students are enabled to reach a high state of proficiency. A few weeks before graduation all students are given an opportunity for practical work in the Department office.

SPECIAL FEATURES OF THE DEPARTMENT OF SHORTHAND.

PLEASE NOTE THE FOLLOWING POINTS IN FAVOR OF OUR SHORTHAND DEPARTMENT

We have adopted the most modern, practical and in every respect the best system of Shorthand.

A Department equipped for the most rapid and substantial progress of its students.

A reliable, prosperous, influential, progressive and permanent Department.

Graduates carry with them a prestige in a business community which is worth many times the cost of the course.

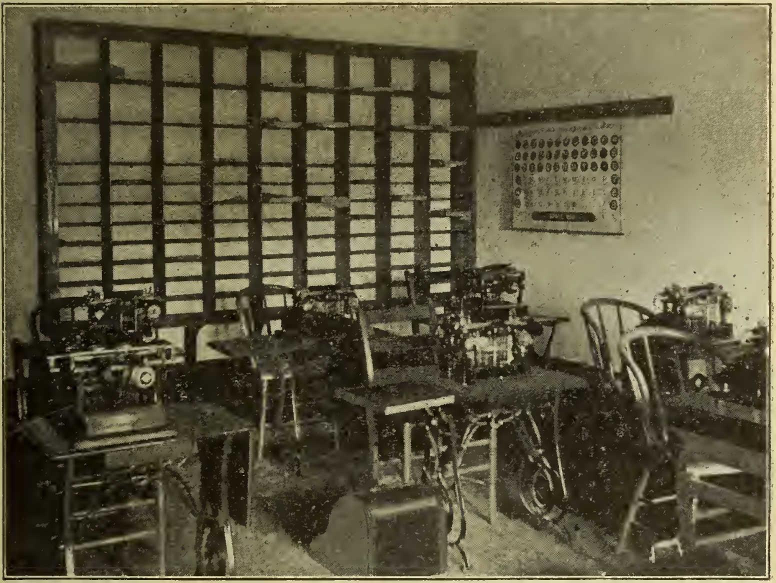
Pupils are required to read their notes immediately after writing them, and to transcribe them accurately.

A course is given in the shortest time possible consistent with the highest grade of skill.

Our graduates secure and maintain the best positions.

Actual practice given to advanced students in Principal's office a few weeks prior to graduation.

Actual business practice and training in the use of the Mimeograph Copying Press, etc.



A CORNER OF TYPEWRITING ROOM.

TYPEWRITING.

Typewriting is very rapidly increasing in popularity, and successful shorthand writers must be expert operators on the typewriter. In fact, it is very desirable that every young person who expects to do office work should have a practical knowledge of typewriting, and be enabled to successfully operate any of the leading machines. A large majority of business offices are introducing typewriters, and are combining the two arts of Shorthand and Typewriting in one position. Many of our pupils take a complete course in Typewriting in connection with the Business Course, (Course I.)

Students in the Shorthand Department are given ample opportunity to become good writers on two of the leading machines now in use. A few students make a specialty of typewriting alone, while all shorthand pupils receive such instruction and practice as will enable them to become expert writers, capable of producing transcripts of all kinds, including circular letters and documents, in a pleasing and attractive form.

TOUCH-WRITING.

With the increasing popularity of the typewriter we find the public becoming more and more critical in their demands for perfect work, hence we drill our pupils thoroughly in the production of results which are absolutely correct, and make them realize that errors cannot be tolerated. Especial attention is given to Touch Writing, by the Barnes and Van Sant systems.

SALARIES OF SHORTHAND WRITERS.

An amanuensis receives better pay than any other clerical worker. Specialists in this art, such as court reporters, secretaries of officials, often receive salaries ranging from $1,000.00 to $2,000.00 per year. Shorthand writers in many of the federal offices receive yet higher salaries. Even shorthand writers with ordinary speed have no trouble in getting from $600.00 to $1,000.00 per year. Monthly salaries ranging from $40.00 to $75.00 are the wages for shorthand writers who are not able to write over 125 words per minute, and accurately transcribe their notes by means of a typewriter, into correct and elegant print. Such are fitted to the needs of large mercantile houses, insurance and railroad offices or the private work of a secretary or clerk.

The Civil Service Commissioners have standing offers for well qualified amanuenses or assistants, in the various departments of the United States Government offices, who are capable of writing 100 words per minute, and transcribing the same correctly, at salaries ranging from $500.00 to $1,500.00 per year. In fact, there is scarcely any limit to promotion in this fascinating art.

The salary attained by a beginner depends much upon his success at the beginning. If fair ability is shown, an advanced salary is usually soon offered for his services. If inferior ability is shown, there is scarcely any demand, even in the low salaried positions..

It is the purpose of the Shorthand Department of this School to give pupils such a complete and practical training that they will attain, at least, the ordinary grade of positions, on accepting their first position.

SECTIONAL VIEW OF PENMANSHIP DEPARTMENT, ONLY ONE-FOURTH OF FLOOR SPACE SHOWN.

DEPARTMENT OF Penmanship

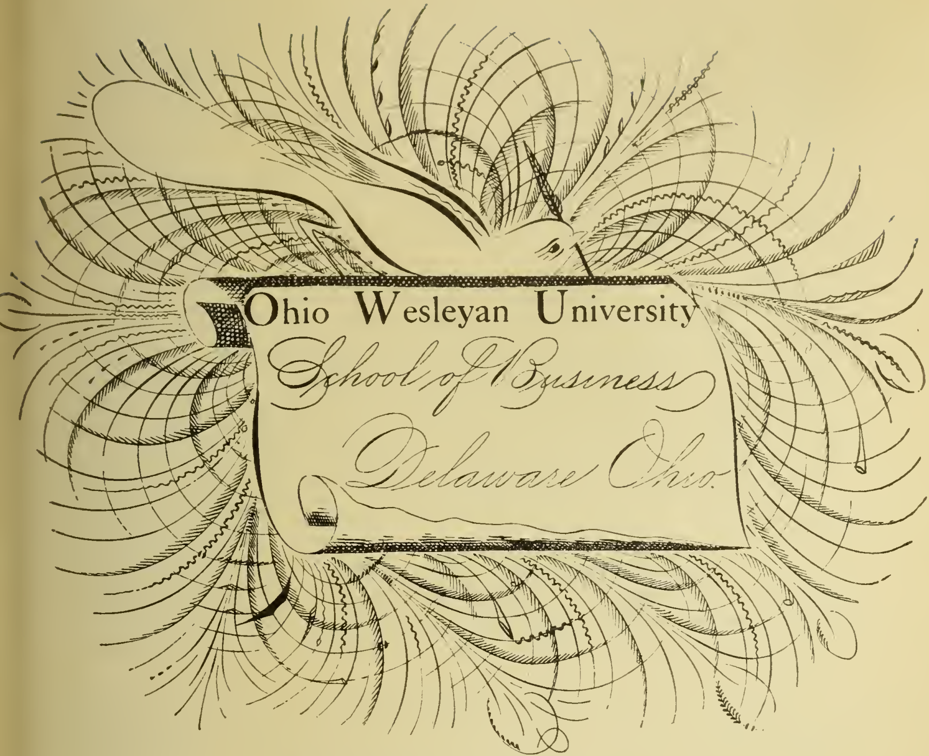
In order that commercial students may be thoroughly qualified for a successful business career, they should command the ability to write a plain, rapid, legible hand. This part of a business course is an accomplishment attained only by a small percentage of business college graduates, notwithstanding the fact that it is one of the most valuable accomplishments in any vocation in life.

The School of Business places the highest estimate upon its course of business penmanship, and has provided such instruction as will give as complete a course in business or ornamental penmanship as is offered in schools which make a specialty of this branch. Only skillful and practical penmen are employed. The Principal of the Department, Mr. B. F. Karnes, is an instructor of several years' experience, and the skill which he has attained in ornamental penmanship ranks with the best penmen of the day.

Methods which are natural and scientific are employed, and the most practical results are obtained by daily instruction and drill. These methods are based upon the most practical and effective combinations of movement exercises leading to the production of perfect forms. Easy movements are adopted which give the pupil free and rapid motion to hand and arm, while special attention is given to position and muscular exercises, which will produce the best results. As the student advances (if ornamental penmanship is desired), more difficult combinations are taught, and the pupil is finally merged into an ornamental penman. The more freedom attained in the rapidity of movement, the more the student is enabled to produce perfect and legible forms. Pupils who only desire a business handwriting are greatly benefited by taking the ornamental course.

Through the instruction given in this sub-department, that cramped and stiff position and movement, which is so common with the average pupil, is entirely eradicated, and quick, rapid, legible movements given in their place. We have never countenanced "vertical" writing. It is a fad,—nowin its dotage.

Under such improved instruction, class work in penmanship becomes more of a pleasure than a task. Pupils are instructed to pass quickly from one movement exercise to another of a different kind, dictated by the instructor. In this manner, confidence and skill are rapidly given to all pupils. Penmanship, when properly taught, can be



A SPECIMEN OF PEN FLOURISHING.

made an intellectual exercise which is beneficial to all. Through certain movements and intricate forms, the brain is required to exercise its functions in the same degree as the mental efforts required in the study of different sciences.

Notwithstanding all this, we will admit that some pupils naturally adapt themselves to the art of penmanship, and become what is sometimes called "natural penmen," yet we affirm this statement "None are so dull and awkward but they may acquire the ability to produce legible writing in a short period of time, providing they make it a study, guided by systematic daily drill."

MISREPRESENTATION IN PENMANSHIP.

Perhaps no branch of a Business Course is so much misrepresented as that of Penmanship. The so-called "leading" Business Colleges exhibit in their catalogues fancy designs of bird flourishing and combination of capitals, claiming that they are fac similes of the original designs, whereas, the designs are perfected by a hand engraver. The superiority of the designs and the work done in the Penmanship Department of our School is recognized as excelling the work of some of the leading schools of penmanship in the middle west.

All the flourished designs in this circular are exact representations of the original, and for proof of this statement, we have at our office for inspection, the original copies. No School of Business in Ohio is making better penmen.

BUSINESS PENMANSHIP.

All penmanship pupils are taught to write a plain hand; afterwards, if it is desired, we give them the ornamental course. In the Business Penmanship Course, we avoid all the superfluous lines commonly called flourishes, and demand from every pupil a style which possesses individuality, neatness and legibility. These attainments are acquired by giving special attention to position and movement.

Each full course pupil is required to spend one or more hours each day in the study and practice of penmanship, in the regular penmanship classes. He is requested to devote as much time as possible to private practice at odd hours of the day. The results obtained by these methods are very satisfactory to the most scrupulous critics of the art. A legible, rapid business hand always possesses a commercial value of its own; therefore we place upon business writing the stamp of importance which it requires.

Young men applying for a position are often enabled to secure lucrative places by reason of their plain business writing. An applicant with this attainment invariably receives a preference even when he appears to be unequal to other competitors, in many ways. Writing is usually accepted as an index to educational attainments, in young persons, and anyone with this attainment demands marked attention, and an impression is given which has an important bearing in the final selection of a clerk, secretary or bookkeeper.

DEPARTMENT OF ADVERTISING.

During the past two years there has risen an urgent demand from both business men and pupils for a course in advertising. Twentieth century business methods require a general knowledge of this art. No business can be thoroughly and rapidly developed without the publicity obtained from systematic and judicious advertising.

Business Schools and Business College managers are rapidly recognizing the importance of providing instruction for their pupils in the art of advertising. In order to meet these demands, the University engaged the services of Mr. George Clausing, who, at considerable expense, time and study, during the past three years, has prepared himself to give a course of modern instruction in this art. He has completed a course from one of the leading schools of advertising in the middle west.

Courses in advertising are usually given by correspondence, which, to say the least, is a very unsatisfactory way of pursuing courses of any kind of instruction.

All pupils of the School of Business who are anxious to know more about advertising, now have a privilege of taking a course at a nominal expense, in connection with either of the regular courses offered.

A good writer of advertisements is an artist of peculiar merit, and able to command a very high salary. He must have a liberal education. He must know people and men. He must be a good judge of human nature. Leading dry goods and clothing merchants in the east and middle west pay salaries ranging from $1500 to $10,000 per year to men who devote their entire time and attention to the daily advertising. An ordinary bookkeeper or stenographer can often render invaluable aid to his employer by being able to assist in composing advertisements. Advertising is closely affiliated with all business pursuits.

Mr. Clausing, with his years of experience as a traveling representative to several leading manufacturing establishments of the central west, is amply equipped for imparting instruction for a thorough course in this art. Our lessons encompass the best ideas of a large corps of successful advertisers, and the student who masters them, will have an excellent idea of what constitutes a good advertisement.

ENGLISH COURSE

Among the many advantages offered in the School of Business is the opportunity afforded to all pupils, who are deficient in the proper use of English, to make a thorough study of the same.

Many applications for enrollment in business colleges are found deficient in English branches. All pupils found deficient in this respect are advised to take one or more English studies, in connection with the course selected in the School of Business. The aim of the Department is to give definite and effective drills in all English branches, during daily work in all branches.

COURSES AND TUITION RATES.

(Payable in Advance.)

I. BUSINESS COURSE.

The Business Course embraces Bookkeeping, (Single and Double Entry) Banking, Business Practice, Business Penmanship, Commercial Law and Commercial Arithmetic. Tuition for a nine-months' scholarship $30 00

SINGLE STUDIES IN BUSINESS COURSE.

Bookkeeping (complete) with one daily lesson in Business Penmanship	$20 00
Bookkeeping, one college term, with privilege of daily lesson in Penmanship	18 00
Business Penmanship, one college term, five hours per week	5 00
Business Penmanship, one college term, ten hours per week	8 00
Commercial Law, one college term (12 weeks)	4 00
Commercial Arithmetic, one college term, (12 weeks)	3 00
Bookkeeping, or Banking, per week	2 00
Business Penmanship (2 daily lessons,) per week	1 00
Commercial Law (3 lessons) per week	50
Commercial Arithmetic (2 lessons) per week	50

II. SHORTHAND AND TYPEWRITING COURSE.

This course embraces Shorthand (Eclectic) Correspondence, Dictation and Typewriting, and Touch System of Typewriting, including use of machine and mimeograph practice.

Tuition for a nine months' scholarship	$25 00

SINGLE STUDIES IN SHORTHAND AND TYPEWRITING

Shorthand, one college term, (12 weeks)	$12 00
Shorthand, next succeeding college term,	8 00
Shorthand, per week, (daily lesson)	1 50
Typewriting and Correspondence, complete course	10 00
Typewriting and Correspondence, one college term	7 00
Typewriting and Correspondence, next succeeding term	5 00
Typewriting aud Correspondence, (daily lesson,) per week.	1 00

III. ORNAMENTAL PENMANSHIP AND LETTERING COURSE.

This course embraces Plain and Ornamental Penmanship, Business Writing, Flourished Capitals, Combination Capitals, Italics, Scrolls, Flourished Birds and Animals, Engrossing, and all Fancy Lettering.

Tuition for a nine months' scholarship	$20 00
Tuition for one term, (12 weeks)	8 00

SINGLE STUDIES IN COURSE III.

Business (Plain) Penmanship, complete	$10 00
Plain and Ornamental Penmanship, complete	15 00
Engrossing and Lettering, complete	5 00

IV. ADVERTISING COURSE.

This course embraces a full and complete drill in the theory and practice of advertising.

Tuition for a complete course scholarship	$10 00

V. ENGLISH COURSE.

Each Branch per term hour	1 00

VI. COMMERCIAL GEOGRAPHY COURSE.

Tuition for a complete course scholarship	4 00

COMBINATION OF COURSES.

Courses I and II (when taken at the same time) 9 months' scholarship	$40 00
Course I, including a complete course in Typewriting, 9 months' scholarship	35 00
Courses I, II and VI (taken at the same time) 9 months' scholarship	44 00
Courses II and III (taken at the same time) 9 months' scholarship	35 00
Courses II and IV (taken at the same time) 9 months' scholarship	30 00
Courses II. IV and VI (taken at the same time) 9 months' scholarship	34 00
Courses I and IV (taken at the same time 9 months' scholarship	35 00
Courses I, IV and VI (taken at the same time) 9 months' scholarship	39 00
Courses I, II and III (taken at the same time) 9 months' scholarship	50 00
Courses I, II, III, IV and VI (taken at the same time) 9 months' scholarship	59 00
Courses I, II and IV (taken at the same time) 9 months' scholarship	45 00
Courses I, II, IV and VI (taken at the same time) 9 months' scholarship	50 00
Courses I, II, III and IV (taken at the same time) 9 months' scholarship	55 00
Courses I, II, III and VI (taken at the same time) 9 months' scholarship	55 00
Course IV including a complete course in Typewriting, scholarship	18 00

Either one, all, or any combination of the above Courses may be taken by a pupil. The majority of pupils enroll for Courses I and II, of the Combination Courses. We consider this combination a complete "Business" Course.

SPECIAL WORK.

Business (Plain) Penmanship, thirty lessons	$3 00
Ornamental Penmanship, thirty lessons	4 00
Typewriting, one month (1 hour daily lesson)	3 00
English Branches, each per term hour of 12 weeks	1 00

The Tuition is the only expense attached to the Department in addition to books and materials, which are furnished, at reasonable rates, at the Department Office.

No matriculation, incidental or College scholarship fee is charged pupils taking the Commercial Course only.

SEND FOR AN ILLUSTRATED CATALOGUE OF THE SCHOOL OF BUSINESS

MAIN ENTRANCE TO COLLEGE CAMPUS.

WHAT IT COSTS A YOUNG MAN

AT THE

Ohio Wesleyan University School of Business.

BOARD AND ROOM RENT.—The price for table board in clubs or private families ranges from $2.25 to $3.00 per week. The majority of the young men board in clubs at from $2.25 to $2.50 per week. Some students board themselves at prices ranging from $1.00 to $1.50 per week. The price of a room for two persons varies from 50 cents to $1.00 per week each; for one person, from 60 cents to $1.25, the higher figures for room rent in each case include heat and light.

The cost of books varies from $11.00 to $15.00; of concerts, lectures, &c., from $3.00 to $6.00; of dues to literary societies, class organizations, and of subscriptions to Christian Associations, athletics, the church and missions, etc., from $2.00 to $8.00 per year.

GYMNASIUM AND MILITARY.

The gymnasium fee is $1.00 per term. There is no fee for military instruction, but students on entering this department should order a military suit. These suits can be bought in Delaware at from $12.00 to $16.00. This low price is due to the fact that the young men secure a wholesale rate. The suits are very neat, and many of the students wear them to all their classes.

Tabulating the various items, and not including traveling expenses, or clothing, we have the following estimate of necessary expenses for Course I, and for Courses I and II. The average time for completing Course I, is twenty-three weeks, and the average time, for completing Courses I and II, is thirty weeks.

	COURSE I.	COURSES I & II.
Scholarship	$30 00	$40 00
Board, at $2.25 per week	51 75	67 50
Room rent, at 75c. per week	17 25	22 50
Fuel and Light	5 00	7 50
Laundry	4 00	6 00
Books, Stationery and Supplies	11 00	15 00
Concerts, Lectures, etc	3 00	3 00
Sundry Items	5 00	5 00
	$127 00	$166 50

By consulting the foregoing figures, you will notice that board is estimated at $2.25 per week, and room rent at 75c. per week. Cheaper board and room may be secured. Several young men during the past college year spent, on an average, only $97.00 in six months for Courses I and II. There are other young men in the University, as there have been ever since the founding of the college, who, by strict economy and self-denial, are bringing their expenses under $100.00 for the entire college year. On the other hand, there are a few young men who, by living generously, and going into society, are spending at least $400.00 per year in what they, and perhaps their parents, regard as legitimate expenses.

WAYS OF EARNING MONEY.—The ways of earning money in a college town are as numerous and varied as the wit of young people can devise. Many, who depend upon their own efforts for an education, earn their funds largely during vacations, oı by dropping out of college for a year or two of teaching or of business, before the completion of their courses. The occupations for earning money during the term include casual work of every kind, such as waiting upon tables at clubs and boarding houses, caring for lawns, houses, stables, walks, furnaces, etc., washing windows, beating carpets, doing janitor work, bell-ringing, pumping pipe organs, carpentry work, serving as agents for laundries, canvassing for books, novelties and other articles, soliciting insurance, orders for clothing, etc., clerking, collecting, typewriting, stenography and bookkeeping, printing, book-binding, photography, organizing clubs for table board, corresponding for newspapers, coaching and tutoring.

LOANS.—Loans from the Board of Education of the Methodist Episcopal Church, sufficient to cover Scholarship and Incidental fees, may be secured by a needy student upon recommendation of the official board of the church to which he belongs, and of the Faculty of the University.

ADVANTAGES OF A COLLEGE EDUCATION.—Summing up the external advantages of a college education, a careful comparison of the number of men, and of the number of college men who have made notable achievements, with the total number winning greatness, shows that a college education increases a young American's possibilities of winning influence as an author, teacher, preacher, business man, statesman, inventor, reformer, more than four hundred fold. But these are mere external gains. Education, as the word implies, means the development of all one's powers. Christian education aims at character as well as scholarship. It enlarges one's life infinitely. It helps us to realize our possibilities as sons and daughters of the Most High, and fits us for the noblest service of our families, our country, and our God.

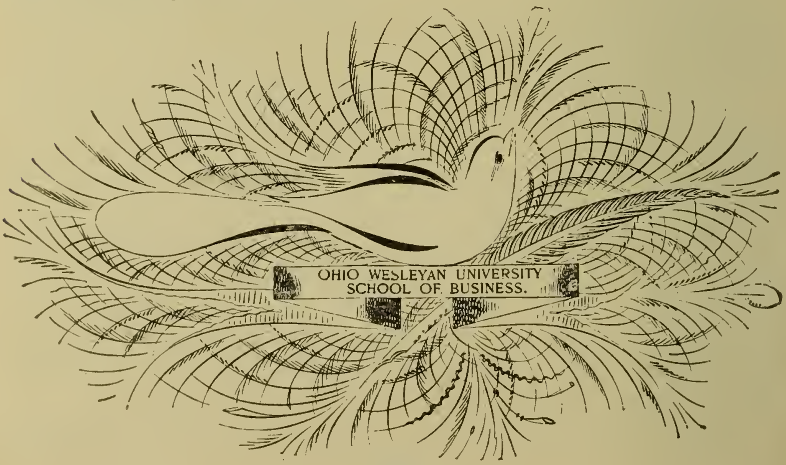
COMPARING THE COST OF VARIOUS COLLEGES.—In estimating colleges, remember that the lowest priced education, like low-priced land, is never the best, and is seldom the cheapest. The chief expense in an education is in the cost of your living and the value of your time. Can you afford to spend the priceless years of youth in an institution offering you few advantages, for the sake of saving fifteen or twenty-five dollars a year in expense? The Ohio Wesleyan University has a plant, consisting of buildings, grounds, libraries, laboratories, etc., costing over $700,000, for the use of students; and an endowment of some $900,000, whose income is used in paying teachers for the instruction of our young people. In a word, the University received last year in all fees from students $26,546, and she spent in current expenses for the good of all, $78,121. Thus she spent substantially three times as much for her students as she received from them, in addition to furnishing a plant worth $700,000 for their use.

The Ohio Wesleyan University cannot offer the advantages for post-graduate work, save in medicine, furnished by more largely endowed institutions. But the rank our graduates take in professional schools, and the testimony of eastern professors proves that in collegiate work our students reach a higher average in scholarship than do the graduates of eastern colleges.

EXPENSES FOR YOUNG WOMEN.

A statement of estimated expenses for young women will be sent on application by addressing Professor C. B. Austin, Dean at Monnett Hall, Delaware, Ohio.

Ladies desiring to take a commercial course, making application for accommodations at Monnett Hall after all rooms are engaged, will be furnished rooms at private residences.



L. L. HUDSON, Prin.

REASONS WHY YOU SHOULD TAKE A COURSE IN THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

1. The Ohio Wesleyan University School of Business is a well organized Commercial Department, adapted to all modern requirements. The apartments are large, furniture new, teachers able and practical. Tuition rates are the lowest. Modern methods are taught. University advantages.
2. A business education pays the best of any, because it is practical.
3. A commercial training is useful to the farmer, physician, lawyer, minister, teacher and all professions.
4. A business course stimulates energy and self reliance, and is a good start to young men on a sure road to success.
5. A knowledge of the forms of drafts, notes, checks, and the laws governing such papers, may, in the future, save you, in a single transaction, ten times the price of the tuition for a complete course.
6. "Ignorance of the law" excuses no one. How about *your* ignorance of business and its methods ?
7. Our forefathers believed that all the boys should learn a trade. A business course is a trade, and will assist every individual to succeed in the world.
8. James A. Garfield once said: "Business colleges furnish graduates with a better education for practical purposes than Princeton, Harvard or Yale." This is worthy of careful consideration.

TESTIMONIALS.

In the report submitted by the Board of Visitors and Examiners of the Ohio Wesleyan University for 1905, to the Board of Trustees, at their annual session in June of that year, we find the following paragraph relative to the School of Business:

"In Elliott Hall we were also impressed with the SUPERIOR ADVANTAGES OFFERED BY THE BUSINESS DEPARTMENT OF THE UNIVERSITY, under the management of Prof. L. L. Hudson. THE AVERAGE BUSINESS COLLEGE HAS NO SUCH QUICKENING AND STIMULATING ENVIRONMENT AS IS FOUND IN THE HALLS OF A GREAT UNIVERSITY. More than this, the Department itself is well manned and thoroughly equipped. The friends of the University should assist in making this fact more generally known."

A POINTED EDITORIAL.

The following editorial concerning the Commercial Department of the University, was clipped last month from one of the leading county newspapers of Central Ohio:

> "This School of Business is not to be compared to the many mushroom Business Colleges which have lately sprung up all over the country for the sole purpose, it seems, to obtain the tuition from pupils without doing them any especial good. A good, substantial Business College is a good thing for any young man or woman who desires to fit themselves to earn an honorable livelihood, but the "Cheap John" ones are a detriment, for as soon as the pupil realizes that he has been the victim of dishonest and unscrupulous instructors, it causes him to lose confidence in his work, and he becomes discouraged in his endeavor to get a good business education."

TO PARENTS.

Parents who desire their sons and daughters to enter a reliable business training school, are earnestly advised to communicate with us. In this school you have the assurance that the *moral* as well as the *intellectual welfare* of your children will be carefully looked after by the Faculty of the University, and that no effort will be spared to equip them for future usefulness.

WILL IT PAY ?

The fact that few positions of trust and responsibility are held by uneducated persons is evidence that an education is very valuable, and that it is a necessary requisite for everyone who wishes to enjoy the confidence of his fellows, or attain to any responsible position in life.

A business training is a *practical* kind of education; it satisfies the urgent requirements of the great mass of young people of our country by insuring to them a safe means of support, and by paving the way to high and noble fields of usefulness. Teachers of commercial branches are in great demand. The School Board of Cleveland, O., has organized a commercial department in the public schools of the city. Columbia College has instituted a commercial department.

In view of another fact, that we are now living in a commercial age, when the essential requirement of the hour for the farmer, the mechanic, the laborer, and men of all professions, is a knowledge of business, we believe that no young person can afford to be without a business education, especially as it involves so limited expense to secure it. We at once conclude that it certainly DOES PAY.

DUE CONSIDERATION.

This circular is designed to give an outline of the various courses, and the several branches taught in each, in the School of Business of the University. If the reader, after reading and weighing the facts herein presented, is interested in the subject of a business education, we ask you to further investigate the honesty of our claims. We desire to prove to you that we are deserving of your patronage. Write to us for a beautifully illustrated catalogue of the School of Business, which will give you additional information. Also please write to us for any further particulars not mentioned in this circular or catalogue. Our school is open during the entire year, and we are always ready to cheerfully give any information.

SESSIONS FOR 1906-'07.

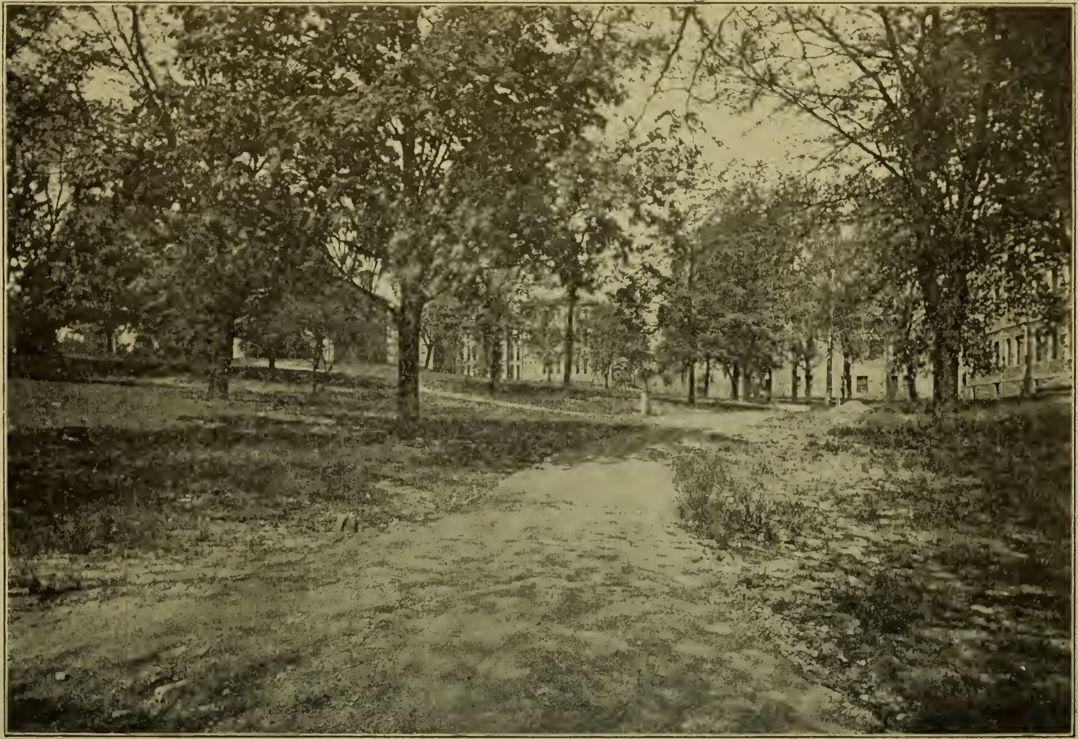
The Fall Session will open on Wednesday, Sept. 19, 1906.
The Winter Session on Wednesday, January 2, 1907.
The Spring Session on Wednesday, March 27, 1907.
The Summer Session on June 18, 1907.

Address all Communications to the Principal.

L. L. Hudson, A. M.

Delaware, Ohio.

SEND FOR AN ILLUSTRATED CATALOGUE.



VIEW FROM THE EAST SIDE OF THE COLLEGE CAMPUS.

One who is familiar with the grounds can locate Elliott Hall, Sturges Hall, the Library, Gray Chapel and Science Hall.

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Administrative Library

Vol. VI SEPTEMBER 1, 1907 No. 6

OHIO WESLEYAN UNIVERSITY

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OF THE
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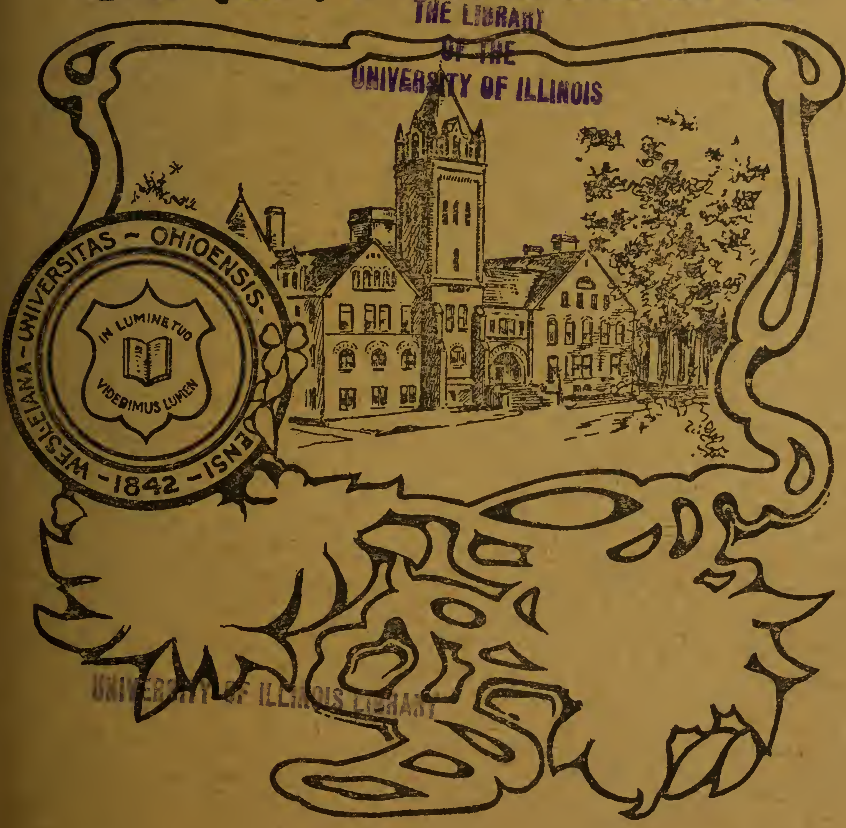
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UNIVERSITY OF ILLINOIS LIBRARY

BULLETIN

Entered February 24, 1902, at Delaware, Ohio, as second-class matter,
Under Act of Congress, July 16, 1894.

CATALOGUE OF THE
Ohio Wesleyan University
SCHOOL OF BUSINESS

ESTABLISHED 1884 AND RE-ORGANIZED
1895, BY THE PRESENT MANAGEMENT

A Catalogue which posts you on SUPERIOR ADVANTAGES deserves careful reading. THE SCHOOL which SAVES YOU MONEY deserves your patronage.

1842

Elliott Hall, University Campus, Delaware, O.
L. L. HUDSON, A. M., Principal

DELAWARE, OHIO. PUBLISHED BY THE UNIVERSITY.
1908

Put all things in writing that thou givest out or receivest in.—ECCL. XIII, 7.

HISTORY, PROGRESS AND ADVANTAGES

THE History of the Ohio Wesleyan School of Business may be briefly outlined, as follows: The Department was established twenty-four years ago, to enable young men and women to secure a practical and thorough business training in a Christian College. Despite the fact that the School was started as an experiment, with insufficient equipment, and with college students chiefly as instructors, the introduction of college standards and the thoroughness of instruction given, made the Department a success from the beginning. This led the Trustees of the University to decide, in 1895, to effect an organization upon a broader basis.

The plans were inaugurated by fitting up two floors in Elliott Hall, for the exclusive use of the School of Business. The Trustees felt that the early success of the Department warranted, and the future success of the School demanded the employment of experienced teachers, familiar with the latest methods of business colleges, and of large practical knowledge as well as high scholastic attainments.

The results of their deliberations and plans placed the School under the present organization. The success of this reorganization has exceeded the greatest expectations. Each college term of each year has witnessed a greater increase of attendance over the corresponding period since the first organization.

The present efficiency and rapidly increasing prosperity of this School is not only due to its present corps of excellent instructors, but to the plan of connecting a School of Business with a University, thereby giving its patrons the benefit of all the advantages and many equipments provided by a great University for the convenience and comfort of its pupils.

The great need of business education is recognized by all. Every enterprising person can devote to preparation for life the time to complete such a course. The chief difficulty is the expense. Private Business Colleges must depend *upon the tuition collected for their support,* which is not the case with an endowed institution. In large cities, where private schools are generally located, living expenses are not only high, but many other channels are open for the needless expenditure of money; while in Delaware, O., living expenses are comparatively low.

The Ohio Wesleyan University School of Business is not to be compared with the business colleges scattered throughout the country; it is established on a broader, higher field for its sphere of action, and it is rapidly being recognized as the leading School of Business in the Middle and Western States.

Faculty and Instructors:

REV. HERBERT WELCH, M. A., D. D., L. L. D., President.

LYCURGUS L. HUDSON, M. A., Principal.
Expert Accountant, Lecturer on the Science of Accounts, Business Customs, and Instructor in Bookkeeping, Banking and Business Practice.

ESTELLA M. HUTCHISSON, B. A.,
Shorthand, Typewriting and Correspondence.

HON. HARRY W. CRIST, B. A.,
Commercial Law.

PUDENS GREENWALL,
Business and Ornamental Penmanship, Engrossing and Automatic Lettering.

FRANK D. STEGER,
Commercial Arithmetic and Commercial Geography.

Assistant Instructor in Penmanship.

GEORGE CLAUSING,
Advertising.

All pupils taking English studies will have the following instructors in the Literary and Normal Courses of the University:

MARY WHEELER NEWBERRY, M. A.,
Professor of English.

EVELYN M. ALBRIGHT, M. A.,
Rhetoric and English Literature.

ROBERT P SIBLEY, M A,,
Tutor in English

What sculpture is to the block of marble, education is to the mind.

TO THE PATRONIZING PUBLIC.

In issuing this Catalogue of the Ohio Wesleyan University School of Business, we desire to set forth the advantages offered by a well organized Business Department attached to a University. That the superior merits and facilities which the School has offered in the past are appreciated by a discerning and intelligent public, is manfested by the increased number of young men and women who, from year to year, have availed themselves of these advantages.

The direct aim of the work is, to give both sexes a practical education for business pursuits; to give persons of moderate means such opportunities as will enable them to prepare for a life work and become equipped with a business education; to do thorough work in the shortest time and at the least expense; to assist our worthy graduates in obtaining good paying positions. We aim to have results brought about as quickly as possible and without waste of time; we desire that our pupils master useful studies which will equip and stimulate them to enter upon and successfully pursue some profitable industry with a single, intense purpose.

Colleges and Universities are awakening to the fact that, in addition to a classical and scientific education, a thorough business training is essential in order that their graduates may be equipped to engage ether in a scientific or literary vocation, or an active business life.

A business course stimulates energy and self-reliance and starts young men on a safe road to success.

At no time in the history of our nation have the necessities been so great for such a course of study. The Ohio Wesleyan University School of Business was instituted to meet these necessities.

Alive to the interests of our patrons, we propose ot make our College a home of comfort and enjoyment for our pupils and a Department second to none for obtaining a *practical business education.* Each of the sub-departments is under the supervision of an experienced and expert teacher. Knowing that vigorous action always wins, we are satisfied with nothing short of energetic and persistent work for and with all pupils entrusted to our care. We are laboring earnestly in the interest of an education that will promote the general welfare and progress of our nation. Deeply grateful for the unqualified recommendation of our efforts in the past on the part of our graduates, and feeling that our success is, in a large measure, due to their efforts, we invite a careful and unprejudiced examination of the School in all its appointments, and submit its claims and advantages for further support.

COURSES OF STUDY.

In order that a better idea may be obtained as to the completeness of the courses, we append the following courses and list of studies in each:

I. BUSINESS COURSE.

(THEORETICAL.)

Bookkeeping, single and double entry, Business Penmanship, Business and Legal Forms, General Correspondence, Commercial Law, Commercial Arithmetic, Rapid Calculations.

(PRACTICAL.)

Actual Business Practice and Office Work, Wholesaling, Retailing, Business Papers, Commission, Joint Stock Companies, Manufacturing, Banking, Spelling.

II. SHORTHAND AND TYPEWRITING COURSE.

The Eclectic System of Shorthand, Typewriting on Smith Premier and Remington machines, Mimeograph Practice, Touch System of Typewriting, Office Training, Business Correspondence, Dictation, Spelling, Office Practice.

III. ORNAMENTAL PENMANSHIP, ENGROSSING, AND LETTERING COURSE

Ornamental Penmanship, Flourished Birds and Animals, Flourished Capitals, Scrolls, Plain Business Writing, Combination Capitals, Italics, Engrossing and all kinds of lettering, Theory of Teaching Penmanship.

IV. ADVERTISING COURSE.

A complete course in Theoretical and Practical Advertising, embracing Newspaper, Magazine, Catalogue, Circular Letter and all modern forms of advertising.

V. ENGLISH COURSE.

(ACADEMIC DEPARTMENT.)

Grammar, Arithmetic, Rhetoric, Composition, History, English, Literature, Algebra, Geometry.

VI. COMMERCIAL GEOGRAPHY.

Redway's Text, with General History of Commerce, by Webster, as reference work.

Consult Tuition Rates for the above Courses on Pages 32 and 33.

DELAWARE, OHIO.

LONG before the University was dreamed of, Delaware was noted for beauty and for health. The rolling ground, the mild climate and the healing waters made this spot the headquarters for rest and recreation of the Delaware Indians after they had been driven from their eastern home. The first white settlers soon learned that the fame of the sulphur springs rested not on Indian legend, but on established facts. The famous White Sulphur Spring on the College Campus is only one among many of the springs within easy distance. The spring abounds in romantic associations, one of the most interesting of which is the fact that at this spot young Rutherford B. Hayes first met Lucy Webb, the first girl admitted to the college classes.

Delaware, originally known as a watering place, but now far-famed as a college town, has grown to a city of ten thousand inhabitants. It is located twenty-four miles north of Columbus, very near the exact geographical center of the state. Three railroads—two divisions of the Big Four, (Cleveland to Cincinnati, and Springfield to Delaware), the Hocking Valley and the Pennsylvania Line, running to Sandusky, Ohio, besides the Columbus, Delaware and Marion, an interurban trolley line —make it easy of access from every direction; while electric cars and lights, the new system of heating buildings and residences by a central hot-water plant, the modern sewer system, shady streets, good schools, churches, and beautiful homes make it an almost ideal dwelling place.

WHAT BUSINESS COLLEGE SHALL I ATTEND?

This question is asked by all who are contemplating a course of business instruction. The school chosen is attended but once, hence your selection should be carefully and impartially made. Beware of "cheap tuition rates," and also of schools which offer a reduction should you enter during a certain portion of the year. There is a marked difference between "cheap schools" and low-priced tuition. Do not decide in favor of a school which promises to give you a complete business course in from ten to fourteen weeks. Investigate, with great care, the reputation of the school, its surroundings, its instructors, its environment, and the success of its graduates. We offer *low rates* of tuition. The Ohio Wesleyan University, being an endowed institution, is thereby enabled to offer rates which are at least one-half less than those charged by schools which depend upon the tuition collected, for support. The University is enabled to offer a course of business instruction, second to none, in thoroughness and completeness. A careful selection has been made of methods, instructors, and all the modern requirements for giving a business education. Our advantages are superior and our inducements unequaled.

VIEW FROM THE EAST SIDE OF THE COLLEGE CAMPUS.
One who is familiar with the grounds can locate Elliott Hall, Sturges Hall, the Library, Gray Chapel and Merrick Hall of Science.

PROPER PREPARATION FOR BUSINESS.

If you desire to thoroughly qualify yourself for business, make it a point to enter a strictly high-grade Commercial School. Select one that possesses all the facilities required for giving the most thorough and practical training.

By the right training, combined with a determination to master the work undertaken, you can become a strong and capable personage in any business circle. These attainments cannot be reached in a day.

The management of the Ohio Wesleyan University School of Business assures all applicants that the various courses of study and training offered are thorough, efficient and practical—given under the untiring vigilance and close observation of the best teachers.

TO ALL DESIRING A BUSINESS EDUCATION.

We ask your candid and impartial consideration of the advantages and many inducements offered by the Ohio Wesleyan University School of Business.

The complete course in all business branches, the ability and wide experience of our corps of teachers, our large halls, well ventilated and lighted, make this school the most desirable place to prepare for the active duties of a successful business life.

Feeling thankful for past favors, and soliciting due consideration of our merit on the part of future patrons, we ask for further confidence and support.

ADVANTAGES OF THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

Free access to all modern improvements of the University provided for the convenience and comfort of its pupils.

Low rates of tuition. High grade of instruction.

Privileges of the University Library, Gymnasium, and all college equipments.

A thorough, competent, experienced and live corps of instructors.

Modern methods and the use of the latest text-books on all commercial branches.

The most complete and practical course of training in the shortest time possible.

A business course under the privileges and environment of a great University.

Methods of instruction which are modern and practical.

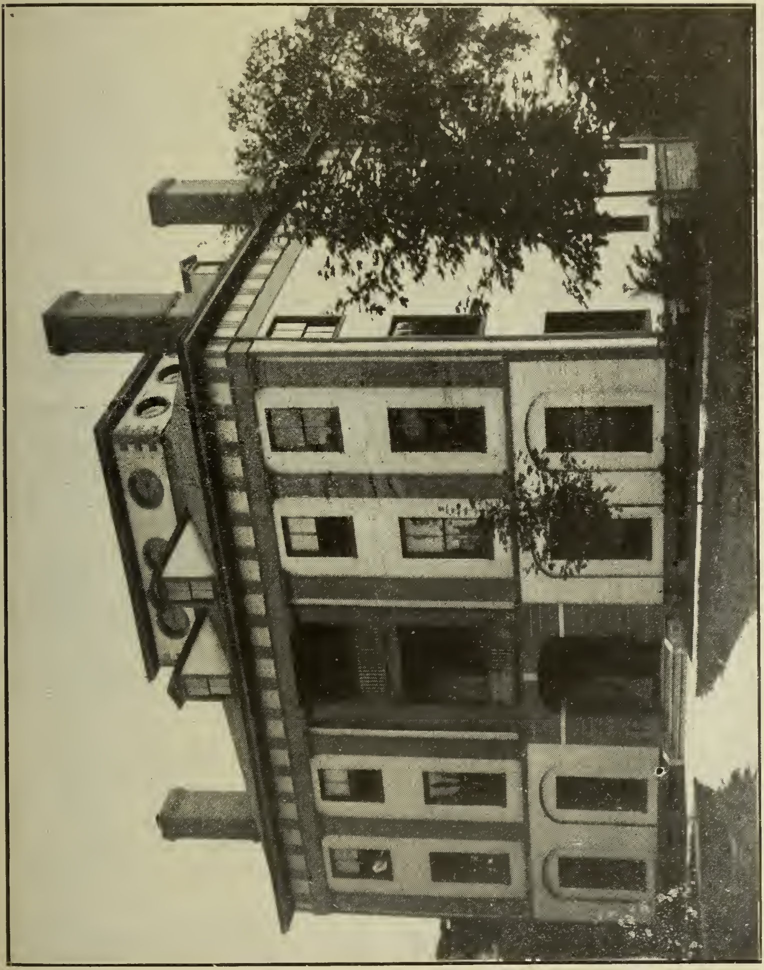
A School of Business equipped for the rapid progress of its students.

Thoroughness and completeness of the several courses.

Our instructors are equipped with years of preparation and experience—each is an expert.

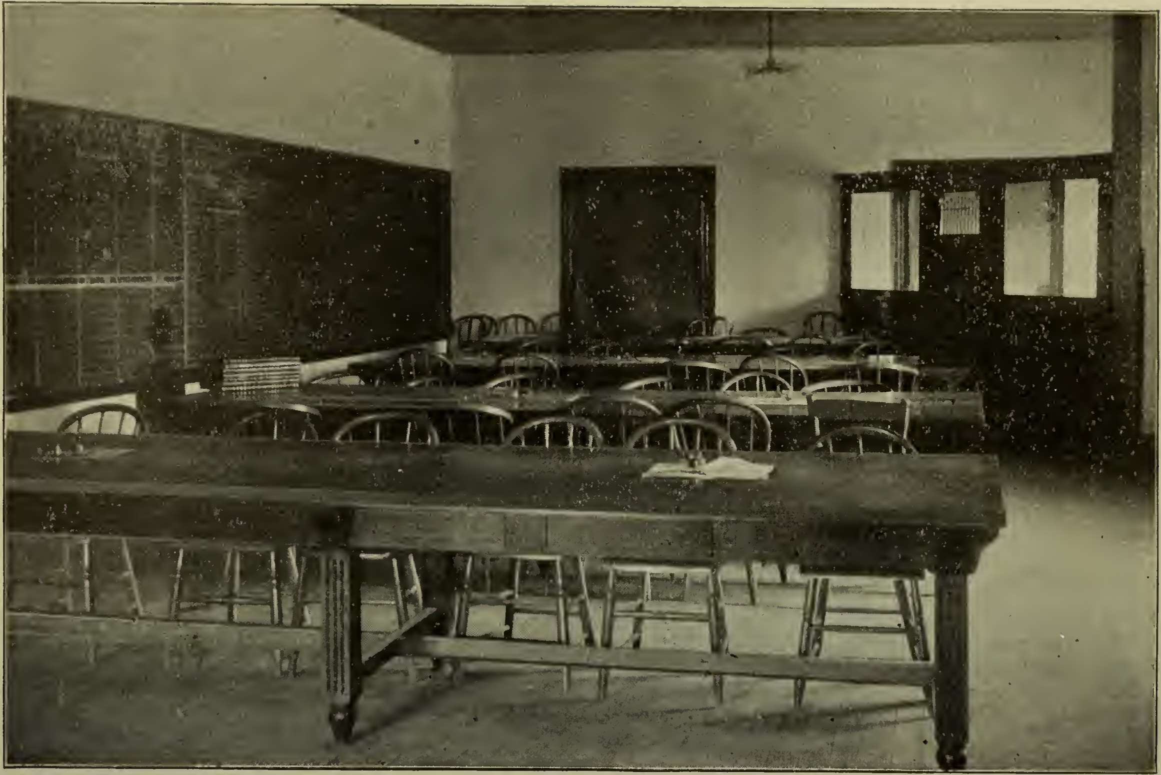
Graduates of this School carry with them a prestige much superior to the common business colleges.

Every pupil completing Courses I and II last year is now holding a good lucrative position.



ELLIOTT HALL

The quarters of the School of Business occupy two entire stories of this building.



SECTIONAL VIEW OF BOOKKEEPING DEPARTMENT.

Only one of the two college banks is shown.

A wise man tries to shine in himself, a fool to outshine others.

DEPARTMENT OF
Bookkeeping

THE BLACKBOARD SYSTEM OF BOOKKEEPING.

It his been our special desire to adopt and develop the best system of actual business education. Learners beginning the study of the old systems of accounts soon become weary of studying sets from text-books. The statistics of the so-called leading business colleges show that only one out of ten who enter such institutions completes the course. We teach the theory of accounts exclusively from illustrations on blackboards, and give business experience from the beginning. By this system the labor of learning decreases, and the time for completing the course is shortened fully one-half.

The course of instruction is systematically graded, commencing with the most simple transactions known to business. Thoroughness and proficiency are the goals at which we aim.

Clear definitions, practical illustrations, and modern methods are the central ideas upon which the course is based. The student is immediately started to journalizing by double entry. The sets are taught and studied in their entirety, as transactions of a brief business, so that a connected view may be obtained in the opening of books, the journalizing, posting and closing of accounts, thereby exhibiting the relation of one business transaction to another, and thereby thoroughly comprehended.

BANKING AND ACTUAL BUSINESS PRACTICE.

BRIEF OUTLINE OF THE COURSE.

It is scarcely necessary to follow, in detail, the method of instruction in the Bookkeeping Department. Suffice it to say, that from the beginning to the end, the point aimed at is to lay a deep foundation of the science, and to build thereon the complete structure. A happy combination of both individual and class instruction is given. From first to last, the principles are taught, in every variety of form, with their application to enterprises of various kinds. The first foundation of the science is laid by means of blackboard illustrations. We have found, after over twenty-five years' experience, that better results are attained, in at least one-half less time, than can be accomplished by any other method.

Pupils have constant drill in journalizing and giving, in their own language, their understanding of the principles relating to accounts.

After being thoroughly drilled in the theoretical principles, pupils are then placed in business for themselves, and make their transactions with each other in the buying and selling of merchandise and the exchanging of values—prices of the same being changed daily. All kinds of business are represented (by a complete set of books conducted and properly closed with a statement of results), consisting of modern enterprises of all sorts, such as lumber and coal business, retail grocery, farming implements, commission business, corporation set, banking, insurance business, etc., etc. The students are regularly graded and promoted according to their attainments. Each pupil is required to pass a satisfactory examination at stated periods of the course.

ACTUAL BUSINESS.

It is true that there are many temptations offered to prospective pupils by overestimating the results which can be attained by what is called "actual business" in common business colleges. It is impossible for any school of business to present a *genuine* actual business course. It is true that miniature bales, boxes and samples of merchandise may be handled by students in their practice, yet no railroads or steamboats are actually engaged in conveying the goods bought and sold.

Greater or less importance may be placed upon this method of teaching a business course, yet we must all remember that in large business enterprises and manufacturing establishments the corps of bookkeepers employed to keep a record of the business done, do not even see the goods or products, let alone handling them. The bookkeepers' office is often either located many squares away from the manufacturing establishment, or several stories distant from the place where the business is transacted. While it is true that every effort to bring actual work into business training must result in good, yet it is possible to perpetrate a great deal of clap-trap through them, by the exhibition of first-class carpenter and glazier work in the erection of business offices, insurance offices, banks, and other purely mechanical resemblance of the actual thing. Many cheap and inferior business colleges make such a display their chief source of advertising. However, a vast importance depends upon the competency to present the principles and to represent the real work. Each requisite can be met where cultivated brains and honesty are combined. The clinic of the medical school and the moot court of the law school establish this. At stated periods of the course new and carefully studied exercises are, from time to time, introduced, which enable pupils to understand and master the science in a satisfactory manner.

Theory as a specialty is taught first, then eight complete sets are worked out, during which the offices are used, during the last few weeks of the course pupils are required to fill the positions of a cashier, teller, bill and entry clerk, insurance agent, etc.

In all of these sets there is such a resemblance of business in each transaction as though they actually existed. Every paper which is required in real busines has its place and is carefully written and recorded in the daily work.

The Principal of this Department is a specialist in opening sets of books, and adjusting confused accounts for large business houses throughout the country; hence, his instruction is based upon the best methods of modern practice in business.

The aim of this Department is to throw pupils upon their own resources at the earliest possible moment, requiring from them a strict accountability for thoroughly executed work. Pupils go through the process of buying and selling different values, on various terms, receiving and shipping merchandise of all sorts, dealing with banks as depositors, and writing notes, drafts, checks, orders, due bills, account sales, receipts, etc., etc.

COMMERCIAL LAW.

The study of Commercial Law has always been considered a very important branch in business training. The thorough and practical work done by the School of Business, including the competency and thoroughness of instruction, presents advantages which are unexcelled.

We regard Commercial Law as one of the most important and practical studies of a business course, and if it is pursued with thoroughness and fidelity in connection with other business studies, a pupil is equipped for the needs of every-day business life; he is also fitted to know his own rights and rendered capable of avoiding injurious mistakes. It is difficult to find a more valuable study for an individual who is qualifying himself for the correct transaction of business.

We have adopted a very excellent text-book and all "Business Course" pupils pursue the study under the guidance and criticisms of a good instructor. The Hon. H. W. Crist, A. B., one of the leading attorneys of the Delaware County Bar, and Representative of Delaware county in the Ohio State Legislature, is the Instructor of this practical branch of a business education. His thorough knowledge of law and his successful experience as an instructor need no commendation.

The main subjects pursued in the course of Commercial Law are Negotiable Paper, Agency, Guaranty, Warranty, Sales, Lien, Partnership, Insurance, Contracts, etc., etc. These are a few of the essential topics for every business man to know.

COMMERCIAL ARITHMETIC.

Calculation may be said to be the mainspring of business, and while the proper exercise of it leads to success, the want of it invariably leads to failure. There is no branch of learning which affords better discipline in the development of good reasoning power than mathematics.

Every occupation of life requires the knowledge of figures especially is this true with business men with whom correctness and rapidity are wholly indispensable.

All students in Arithmetic, in order that they may attain the highest excellence, have their work so arranged that every one receives thorough instruction in rapid calculation. Pupils are given, from time to time, the most thorough methods of rapid calculation pertaining to business transactions, such as Banking, Percentage, Trade Discount, Interest and Averaging Accounts. The course includes thorough drills in Stocks, Bonds, Exchange, Loss and Gain, Partial Payments, Equation of Payments, and all branches which may be of use in any business office. Mr. F. D. Steger is the instructor in this Department.

O W. U. ASTRONOMICAL OBSERVATORY.

Practical talent and industry make all things possible.

L. L. Hudson.

L. L. Hudson, Principal, completed the Classical Course in the Ohio Wesleyan University in 1881, and then entered the famous Eastman College, of Poughkeepsie, New York, and completed a full course in all branches of commercial knowledge. Since that time he has had twenty-three years' successful experience as a teacher in Bookkeeping and kindred branches, and is author of two books on Bookkeeping, the last of which, recently published, is entitled, "Hudson's Instructor and Accountants-Handbook." This book is used in the School of Business. He is recognized as a practical and expert bookkeeper of decided ability. Besides having charge of the entire management of the School, he teaches all classes in bookkeeping, and grades the work of all pupils before their promotion.

SECTIONAL VIEW OF THE SHORTHAND RECITATION ROOM.

He who would succeed, must be willing to make the attempt.

DEPARTMENT OF

Shorthand and Typewriting.

SHORTHAND.

During the past twenty years a new profession has been born, developed and ushered into the commercial world; it is that of the amanuensis.

This art has received its greatest assistance in development through the invention of the typewriter. By this combination, business men have discovered that much of their valuable time consumed in conducting business correspondence by means of hand and pen, can be applied to other important interests in the business. Through this labor-saving method the demand for stenographers has greatly increased, and the question, "What shall we do with our girls?" has ceased to be an open question. With the introduction of Shorthand and Typewriting into the commercial world, young women have found a much wider field for the growth of their usefulness.

This department of the School of Business is conducted on a strict plan of thoroughness and completeness in all of its appointments. In the past it has accommodated a large number of students, giving them modern comforts and conveniences, and many of them are now occupying positions of trust and responsibility. The instructor, Miss Estella M. Hutchisson, A. B., is an *expert reporter*, a teacher of several years' experience, and *a practical writer* of shorthand. Miss Hutchisson has completed a private course of instruction of the author of Eclectic Shorthand, Prof. J. Geo. Cross, A. M.

Pupils under her instruction are permitted to learn the art from a reliable and practical source, not only in the skill of presenting the principles of the art, as a shorthand writer, but also as an accomplished teacher. The best evidence of her superior instruction is to be found in the success of her graduates, which places this Department as a leader—not an imitator—in this important branch of business education. Our work, in fact, gives us the leading place as to strength and efficiency which can only come from the adoption of the latest and most practical methods.

Our system of training is the best for all who desire to become first-class amanuenses and reporters. Pupils receive personal instruction, combined with class and blackboard exercises. Principles are first learned, and pupils become well acquainted with them, after which all their energies are bent toward attaining speed. At all times we make a specialty of speed in class drills, by which means students are enabled to reach a high state of proficiency. A few weeks before graduation all students are given an opportunity for practical work in the Principal's office.

GREAT DEMAND FOR AMANUENSES.

True merit and ability seldom wait long for a position as an amanuensis. The call is equally as great for young men as for young women who are thoroughly qualified in the use of this business art.

The demand for persons who are well skilled in this important art is world-wide. The service of stenographers are needed in the national congress, state legislatures, all public assemblies, and in all regular and special committee work. In all courts of justice the stenographer is a recognized necessity, and his services are indispensable to attorneys and judges.

The business world opens a most inviting field for this class of knowledge, it is fascinating, educating and profitable. The stenograph- and typewriter are now found in the offices of the manufacturer, merchant, and lawyer, while railroad, telegraph and insurance companies employ an army of these useful workers. The demand daily increases for skilled labor in this industry.

The business world thus creating such a demand for efficient and practical amanuenses no Shorthand Department is worthy of an existence which has not adopted practical methods combined with the best system; thereby being enabled to produce graduates who are equipped with superior qualifications and to render the most satisfactory work.

We have adopted as a special line of work—a plan of preparing young men and women to become EXPERTS in the valuable accomplishment of shorthand.

THE ECLECTIC SYSTEM OF SHORTHAND.

Eclectic Shorthand can be learned in a fraction of the time required by any other system, for the following reasons:

Because it is the SIMPLEST SYSTEM.

Because it is the MOST FACILE system.

Because it is the MOST LEGIBLE SYSTEM.

Because it is the BRIEFEST system and THE SHORTEST SHORTHAND in use.

The features of SIMPLICITY, LEGIBILITY and BREVITY constitute ECLECTIC SHORTHAND—pre eminently above all other systems the:—

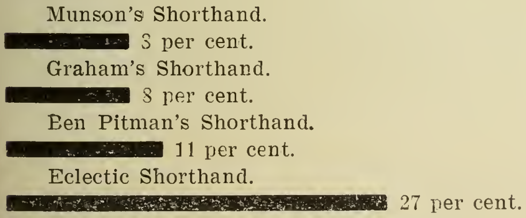
EASIEST TO LEARN.
EASIEST TO WRITE.
EASIEST TO READ, AND THE
SHORTEST AND QUICKEST SHORTHAND IN USE.

To add strength to these assertions we have compared the writing of the Lord's Prayer by the Pitman, Graham, Munson, Lindsley, Pernin, and Eclectic Shorthand and we readily see the more uniform direction of the characters in the Eclectic, their easier combinations, and the fewer number of strokes, furthermore the Eclectic writing writes more of the sounds than any of the others. The Isaac Pitman writing has 106; Graham's 88; Munson's 90; Lindsley's 96; Pernin's 93; and the Eclectic 65 strokes. Adding together the strokes of all but Eclectic we have 475; dividing by 6 we find the average is 95, from which subtracting the strokes in the Eclectic, we have 30 which is 46 per cent. of the Eclectic writing, and 31 per cent. of the average of five.

The thousands who have learned this system can demonstrate the above statements. Many who have learned one of the older systems have recommended their friends to study the Eclectic, and many who have failed in an attempt to learn other systems have been successful with the Eclectic. It is not a rehash of any prevously existing system, but is purely original, making new scientific applications of the best accepted shorthand material, hence its name, ECLECTIC. Two NEW SYSTEMS, recently put upon the market have borrowed several of their leading principles from the Eclectic system.

GROWTH OF THE ECLECTIC SYSTEM.

The steady growth in public favor of the Eclectic System is well illustrated by "A Circular of Information on Shorthand Instruction and Practice," which is issued by the United States Commissioner of Education. This is an official statistical report by which the Eclectic System, although not one-quarter the age of the English system (Pitman's and its various modifications), stands fourth in use in the schools of the United States in which the art is taught, and is increasing in them at the rate of 27 percent per annum. The following table will illustrate our meaning:



The causes of such remarkable growth are to be found in the simplicity, the scientific adaption to its fundamentals, the all-comprehensive writing power, and the unparaleled average brevity of its outlines, combined with the fact that the system can be mastered in one-half less time than any other system.

During the past year the Eclectic System has been making wide inroads in the ranks of writers of the old systems in several of the eastern cities. Many stenographers of several years' experience have abandoned their old systems, and are now taking up the Eclectic, believing that it is *more modern* and *practical.*

TIME REQUIRED TO LEARN SHORTHAND.

The ability and previous educational advantages of the student have much to do with the period required to learn shorthand. Pupils who have a good pubilc school or academic education can, with persistent effort, master the art sufficiently in about 24 to 30 weeks to fill a mercantile position. No time is lost in making a thorough preparation. Competency is the key to the securing and retaining of responsible positions. Only those who are deficient in energy and *true grit* will rest content until the highest standard is obtained.

DICTATION PRACTICE.

The Principal of this Sub-Department, Miss Estella M. Hutchisson, makes speed a resultant and not a primary condition, by thoroughly drilling her pupils in the principles of the art, and leading them, step by step, in daily dictation until a point is reached when pupils can form dictation classes, and each by turn dictates to the other members of the class.

Ample opportunity is given to shorthand pupils during the latter part of the course to act the part of anamanuensis at the lectures given from time to time in the Commercial and other Departments of the University. It can be readily seen that a large amount of really practical work can thus be put upon the students, and their efficiency thoroughly tested and improved daily.

Every pupil is carefully criticised and trained in the proper use of language, especially as relates to *spelling, punctuation, and the construction of sentences.* In short, with the intermingling of the two distinct Departments of Business and Shorthand, each is greatly strengthened by the other and a substantial progress in practical work secured.

In fact, there is no overestimating the advantages of such intermingling. All that is necessary is that the possibilities be conserved to the best advantage, and this the management carefully looks after.

SPECIAL FEATURES OF THE DEPARTMENT OF SHORTHAND.

PLEASE NOTE THE FOLLOWING POINTS IN FAVOR OF OUR SHORTHAND DEPARTMENT

We have adopted the most modern, practical and in every respect the best system of Shorthand.

A Department equipped for the most rapid and substantial progress of its students.

Graduates carry with them a prestige in a business community which is worth many times the cost of the course.

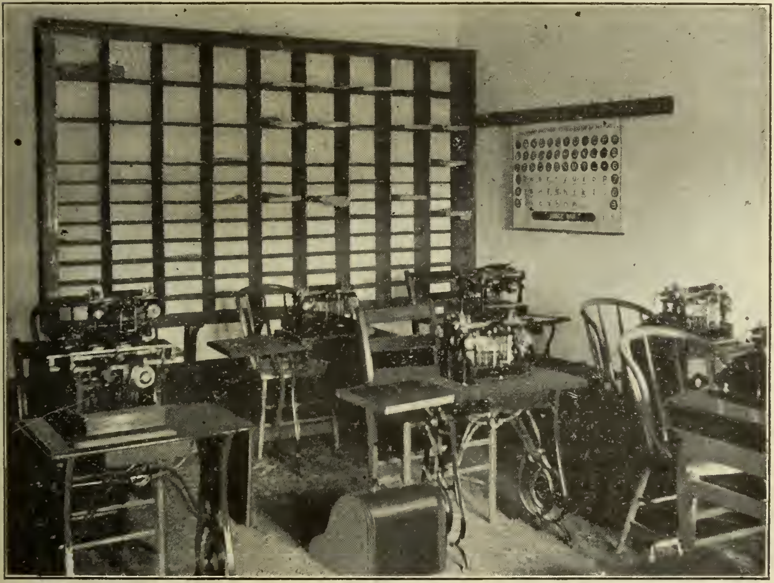
Pupils are required to read their notes immediately after writing them, and to transcribe them accurately.

A course is given in the shortest time possible consistent with the highest grade of skill.

Our graduates secure and maintain the best positions.

Actual practice given to advanced students in the Principal's office a few weeks prior to graduation.

Actual business practice and training in the use of the Mimeograph, Copying Press, etc.



A CORNER OF THE TYPEWRITING ROOM.

TYPEWRITING.

It is mainly through the invention of the typewriter that the art of stenography has found a field of usefulness which was scarcely contemplated by the most enthusiastic friends of its earlier days.

Business men can find neither strength nor time to do their writing with a pen. Neither can they afford to have their correspondence done with a pen. The typewriter has come to their relief. Probably no invention of modern times has done so much to economize time, reduce expenses, and faciliate the dispatch of office business, and lighten the labors of over-worked business, professional and literary men as the typewriter. It is a valuable adjunct to the clerical worker in whatever pursuit he may be employed.

There has prevailed a great error hitherto in reference to the teaching of typewriting, and many schools are under the impression that all that is required of the operator is for him to understand the machine.

Experience and observation with us have confirmed the fact that there is as much necessity for competent instruction in typewriting as in any other branch of the amanuensis' work.

This branch of the school is well equipped with the latest Smith Premier and Remington machines. Instruction is given in the proper manipulation of the keyboard in order that the highest rate of speed may be obtained. Special attention is given regarding the care and handling the machine, manifolding, mimeographing, etc.

Word exercises are first taught to familiarize the learner with the key-board, then writing from dictation for speed, the transcribing of shorthand notes, followed by the copying of law and legal forms, specifications, contracts, statements, and tabular work, etc. All work is corrected by the teacher in charge, and additional copies required until a perfect manuscript is produced.

Special drill is also given in court work by dictating the evidence of famous civil trials. During the last few weeks prior to graduaton, pupils are given practice in the office of the Principal of the School, in answering letter of inquiry and attending to the general correspondence.

Each typewriting student has a daily practice on the typewriter, and is thus able to secure during the course, a degree of proficiency in the requirements that will answer any reasonable demand. Special care is given to the study of correspondence in all its details, and especially in the proper use of words. At a prescribed degree of efficiency, the pupil is given practice in dictation on the typewriter in the same manner and for the same purpose as in shorthand.

The art of typewriting is a very important auxiliary to the shorthand writer, and is taught in connection with the Shorthand Course. Typewriting is a profession in itself, and expert operators command high salaries. A complete course of typewriting is given to all pupils desiring to make it a specialty, at very low tuition rates.

Typewriting is very rapidly increasing in popularity, and successful shorthand writers must be expert operators on the typewriter. In fact, it is very desirable that every young person who expects to do office work should have a practical knowledge of typewriting, and be enabled to successfully operate any of the leading machines. A large majority of business offices are introducing typewriters, and are combining the two arts of Shorthand and Typewriting in one position. Many of our pupils take a complete course in Typewriting in connection with the Business Course, (Course I.)

Students in the Shorthand Department are given ample opportunity to become good writers on two of the leading machines now in use. A few students make a specialty of typewriting alone, while all shorthand pupils receive such instruction and practice as will enable them to become expert writers, capable of producing transcripts of all kinds, including mimeograph, circular letters and all documents, in a pleasing and attractive form.

TOUCH-WRITING.

With the increasing popularity of the typewriter we find the public becoming more and more critical in their demands for perfect work, hence we drill our pupils thoroughly in the production of results which are absolutely correct, and make them realize that errors cannot be tolerated. Especial attention is given to Touch Writing, by the leading systems.

SALARIES OF SHORTHAND WRITERS.

An amanuensis receives better pay than any other clerical worker. Specialists in this art, such as court reporters, secretaries of officials, often receive salaries ranging from $1,000.00 to $2,000.00 per year. Shorthand writers in many of the federal offices receive even higher salaries. Shorthand writers with ordinary speed have no trouble in getting from $600.00 to $1,000.00 per year. Monthly salaries ranging from $40.00 to $90.00 are the wages for shorthand writers who are not able to write over 125 words per minute, and accurately transcribe their notes by means of a typewriter, into correct and elegant print. Such are fitted to the needs of large mercantile houses, insurance and railroad offices or the private work of a secretary or manager.

The Civil Service Commissioners have standing offers for well qualified amanuenses or assistants in the various departments of the United States Government offices, who are capable of writing 100 words per minute, and transcribing the same correctly, at salaries ranging from $700.00 to $1,500.00 per year. In fact, there is scarcely any limit to promotion in this fascinating art.

The salary attained by beginners depends much upon their success at the beginning. If fair ability is shown, an advanced salary is usually soon offered for their services. If inferior ability is shown, there is scarcely any demand, even in the low salaried positions.

It is the purpose of the Shorthand Department of this School to give pupils such a complete and practical training that they will attain at least, the ordinary grade of positions, on accepting their first position.

FOURTH OF FLOOR SPACE SHOWN

The good opinion of us begins at home.

DEPARTMENT OF Penmanship

This department is offering superior advantages, and is under the immediate supervision of an instructor of several years successful experience.

A rapid, legible handwriting is absolutely necessary to the completion of a business or collegiate education. As an individual accomplishment it often leads to as great success as many other important attainments. All occupations in life demand legible and rapid penmanship, consequently an intimate acquaintance with the art is very necessary.

In order that commercial students may be thoroughly qualified for a successful business career, they should command the ability to write a plain, rapid, legible hand. This part of a business course is an accomplishment attained only by a small percentage of business college graduates, notwithstanding the fact that it is one of the most valuable accomplishments in any vocation in life.

The School of Business places the highest estimate upon its course of business penmanship, and has provided such instruction as will give as complete a course in business penmanship as is offered in schools which make a specialty of this branch. Only skillful and practical penmen are employed. The Principal of the Department is an instructor of several years' experience, and the skill which he has attained in ornamental penmanship ranks with the best penmen of the day.

Through the instruction given in this sub-department, that cramped and stiff position and movement, which is so common with the average pupil is entirely eradicated, and quick, rapid, legible movements given in their place. We have never countenanced "vertical" writing. It is a fad,—now in its dotage.

Under such improved instruction, class work in penmanship becomes more of a pleasure than a task. Pupils are instructed to pass quickly from one movement exercise to another of a different kind, dictated by the instructor. In this manner, confidence and skill are rapidly given to all pupils. Penmanship, when properly taught, can be made an intellectual exercise which is beneficial to all. Through certain movements and intricate forms, the brain is required to exercise its functions in the same degree as the mental efforts required in the study of different sciences.

Notwithstanding all this, we will admit that some pupils naturally adapt themselves to the art of penmanship, and become what is sometimes called "natural penmen," yet we affirm this statement, "None are so dull and awkward but they may acquire the ability to produce legible writing in a short period of time, providing they make it a study, guided by systematic daily drill."

Methods which are natural and scientific are employed, and the most practical results are obtained by daily instruction and drill. These methods are based upon the latest, most practical and effective combinations of movement exercises, leading to the production of perfect forms. Easy movements are adopted which give the pupil free and rapid motion to hand and arm, while special attention is given to position and muscular exercises which will produce the best results. As the student advances, (if ornamental penmanship is desired), more difficult combinations are taught, and the pupil is finally merged into an ornamental penman. The more freedom attained in the rapidity of movement, the more the student is enabled to produce perfect and legible forms. Pupils who only desire a business handwriting are greatly benefitted by taking the ornamental course of penmanship.

CHARACTERISTIC FEATURES OF WRITING.

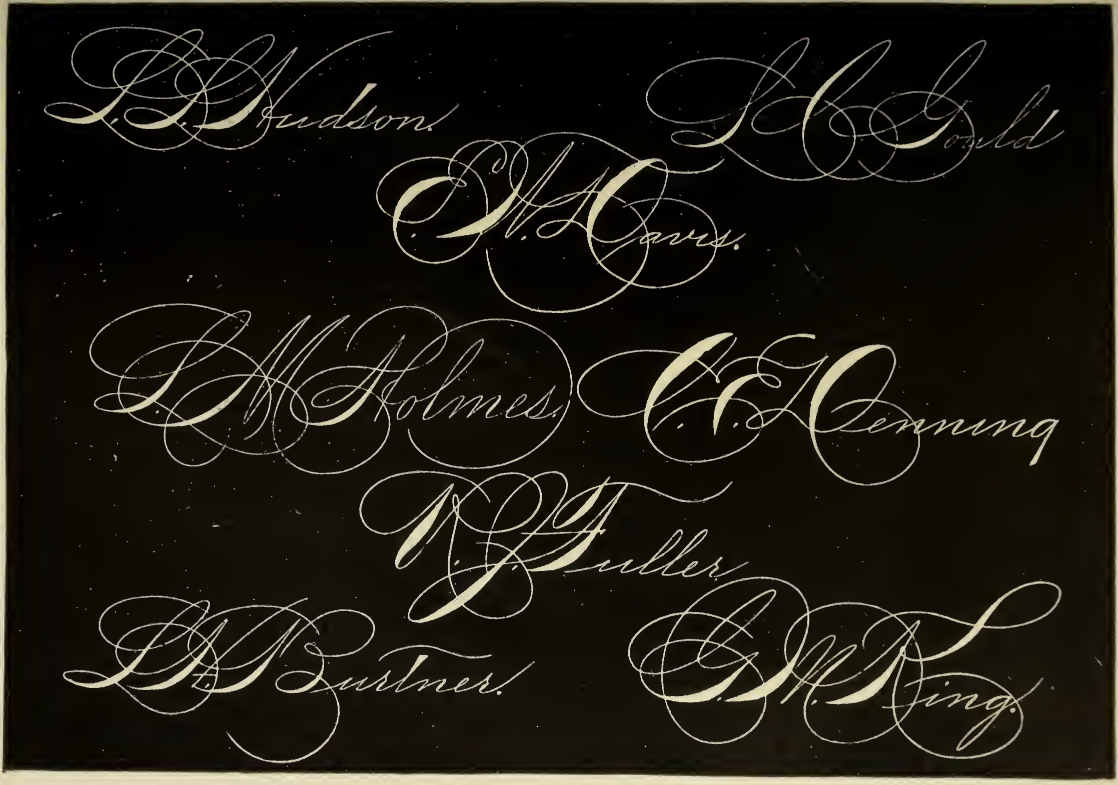
Writing is naturally characterized by two prominent features, viz: the theoretical and practical. A definite knowledge of form is involved in the theoretical, combined with a ready conception of the elements and various principles which enter into the construction of letters and their relative proportions and proper combinations. The practical feature is the application of certain rules and the execution of various forms, prescribed by an artistic mind and cultivated taste. In penmanship there must be a simultaneous operation of mind and muscles, and the imperfect development of one will retard the successful operation of the other.

Our mode of instruction is to give daily lectures, combined with blackboard illustrations, frequent reviews and drills, with a view that a clear knowledge shall precede training and practice.

Each student is directed in that most valuable of all means of advancement, the ability to criticise and improve his own writing. His defects are made plain to him, and the means of remedy clearly shown. Under progressive and enlightened instructions, combined with efficient and inspiring influence and an intelligent effort at self-improvemet, the student's advancement is substantial and rapid.

Among the special features of our instruction which deserve enumeration are the maintenance of correct position, arm movement, extensive practice for ease and uniformity, form practice for legibility, abbreviation of capitals for brevity and beauty, correct and rapid figure making. The department holds to the strict demands of the times for

Learning is wealth to the poor, honor to the rich, and a support and comfort to the aged.


L. L. Hudson.
S. A. Gould
E. M. Davis.
L. M. Holmes.
C. E. Denning
N. J. Fuller.
L. A. Burtner.
G. M. King.

A REPRODUCTION OF FLOURISHED SIGNATURES.

plain, legible, rapid business writing, and does all that can be done to secure an excellent degree of improvement. We have adopted the famous "ARM MOVEMENT WRITING" system of penmanship by Prof. C. P. Zaner, of Columbus, Ohio.

BUSINESS PENMANSHIP COURSE.

This course is adapted to the wants of all pupils wishing to acquire a rapid, legible handwriting. It is given in connection with the Business Course. Flourishing in all its forms is dispensed with. Special attention is given to abbreviated capitals, and to the averson of unnecessary strokes consistent with legibilty.

All penmanship pupils are taught to write a plain hand; afterwards, if it is desired, they begin the ornamental course. In the Business Penmanship Course, we avoid all the superfluous lines commonly called flourishes, and demand from every pupil a style which possesses individuality, neatness and legibility. These attainments are acquired by giving special attention to position, form and movement.

Each full course pupil is required to spend one or more hours each day in the study and practice of penmanship, in the regular penmanship classes. He is requested to devote as much time as possible to private practice at odd hours of the day. The results obtained by these methods are very satisfactory to the most scrupulous critics of the art. A legible, rapid business hand always possesses a commercial value of its own; therefore we place upon business writing the stamp of importance which it requires.

Young men applying for a position are often enabled to secure lucrative places by reason of their plain business writing. An applicant with this attainment invariably receives the preference even when he appears to be unequal to other competitors, in many ways. Writing is usually accepted as an index to educational attainments, all young persons, and anyone with this attainment demands marked attention, and an impression is given which has an important bearing in the final selection of a clerk, secretary, bookkeeper, or office assistant.

ORNAMENTAL PENMANSHIP AND DRAWING COURSE.

This course has for its object the successful execution of artistic penmanship, such as all forms of ornamental writing, combination of capitals, fancy card writing, flourished animal and bird drawing, and all kinds of artistic pen work.

In class drill, pupils are guided by fresh pen-written copies direct from the pen of the instructor, combined with blackboard illustrations.

Such attention is given to each pupil in this course as will insure

Success rides on every hour; grapple it and you may win.

a rapid improvement in the attainment of a high grade of ornamental and artistic penmanship.

Students who master this course become available as insutructors for a number of desirable positions which are constantly open in colleges, public and normal schools.

ENGROSSING AND LETTERING.

The Principal of this Department has completed a special course in Engrossing and Lettering in a school especially designed to give the best instruction obtainable in this very important branch of pen art. The latest methods are given for imparting a complete knowledge of engrossing memorials, resolutions, and many designs of fancy lettering suitable for Letter Heads, Bill Heads, and Envelopes. This course should be taken by all pupils taking the Ornamental Course in Penmanship.

UNIVERSITY GYMNASIUM.

DEPARTMENT OF

Advertising.

During the past few years there has risen an urgent demand from both business men and pupils for a Course in Advertising. Twentieth century business methods require a general knowledge of this art. No business can be thoroughly and rapidly developed without the publicity obtained from systematic and judicious advertising.

Business Schools and Business College managers are rapidly recognizing the importance of providing instruction for their pupils in the art of advertising. In order to meet these demands, the University engaged the services of Mr. George Clausing, who, at considerable expense, time and study, during three years, has prepared himself to give a course of modern instruction in this art. He has completed a course from one of the leading schools of advertising in Chicago.

Courses in advertising are usually given by correspondence, which, to say the least, is a very unsatisfactory way of pursuing courses of any kind of instruction.

All pupils of the School of Business who are anxious to know more about advertising, now have a privilege of taking a course at a nominal expense, in connection with either of the regular courses offered.

A good writer of advertisements is an artist of peculiar merit, and able to command a high salary. He must have a liberal education. He must have a knowledge of business and men. He must be a good judge of human nature. Leading dry goods and clothing merchants in the east and middle west pay salaries ranging from $1,800 to $5,000 per year to men who devote their entire time and attention to the daily advertising. An ordinary bookkeeper or stenographer can often render invaluable aid to his employer by being able to assist in composing advertisements. Advertising is closely affiiliated with all business pursuits.

Mr. Clausing, with his years of experience as a traveling representative of several leading manufacturing establishments of the central west, is amply equipped for imparting instruction leading to a thorough knowledge of this art. Our lessons encompass the best ideas of a large corps of successful advertisers, and the student who masters them, will have an excellent idea of what constitutes a good advertisement.

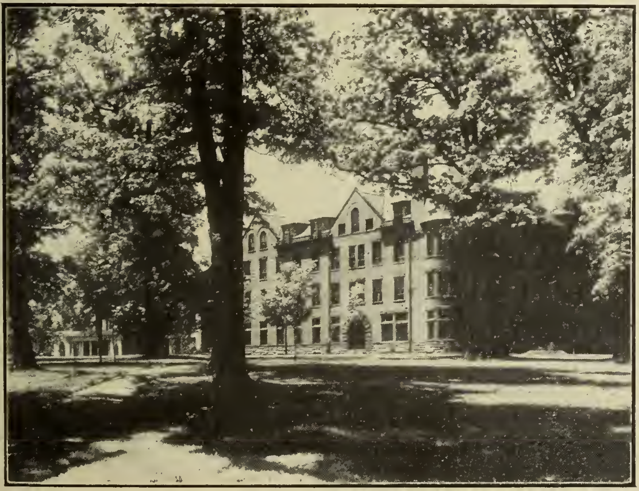
English Course.

Among the many advantages offered in the School of Business is the opportunity afforded to all pupils, who are deficient in the proper use of English, to make a thorough study of the same.

Many applications for enrollment in business colleges are found deficient in English branches. All pupils found wanting in this respect are advised to take one or more English studies, in connection with the courses selected in the School of Business. The aim of the Department is to give frequent and effective drills in all English branches, during daily work in all branches.

Regular pupils in the School of Business, or other Departments of the University, who desire to take one or more studies in the Academic Department, or the College of Liberal Arts, have the privilege of taking such studies by the payment of the following fees: the price per term hour is $1.25; that is if a branch should be taken which is offered three hours per week, the cost of this branch for a term of twelve weeks to a student in the School of Business would be $3.75. If a branch should be given five hours per week, the cost for a term of twelve weeks would be $6.25.

A number of our pupils last year took work in other Departments of the University, in addition to the work pursued in the School of Business. THIS IS ONE GREAT ADVANTAGE WHICH WE OFFER ABOVE ORDINARY BUSINESS COLLEGES IN CITIES.



COURSES AND TUITION RATES.

PAYABLE IN ADVANCE.)

I. BUSINESS COURSE.

The Business Course embraces Bookkeeping, (Single and Double Entry) Banking, Business Practice, Business Penmanship, Commercial Law, and Commercial Arithmetic. Tuition for a nine months' scholarship $30 00

SINGLE STUDIES IN BUSINESS COURSE.

Bookkeeping (complete) with one daily lesson in Business Penmanship	$23 00
Bookkeeping, one college term, with privilege of daily lesson in Penmanship	18 00
Business Penmanship, one college term, five hours per week	5 00
Business Penmanship, one college term, ten hours per week	8 00
Commercial Law, one college term (12 weeks)	4 00
Commercial Arithmetic, one college term (12 weeks)	3 00
Bookkeeping, or Banking, per week	2 00
Business Penmanship (2 daily lessons) per week	1 00
Commercial Law (3 lessons) per week	50
Commercial Arithmetic (2 lessons) per week	50

II. SHORTHAND AND TYPEWRITING COURSE.

This course embraces Shorthand (Eclectic) Correspondence, Dication and Typewriting, and Touch System of Typewriting, including use of machine and mimeograph practice.

Tuition for a nine months' scholarship $25 00

SINGLE STUDIES IN SHORTHAND AND TYPEWRITING.

Shorthand, one college term (12 weeks)	$12 00
Shorthand, next succeeding college term	10 00
Shorthand per week (daily lesson)	1 50
Typewriting and Correspondence, complete course	10 00
Typewriting and Correspondence, one college term	7 00
Typewriting and Correspondence, next succeeding term	5 00
Typewriting and Correspondence (daily lesson) per week	1 25

III. ORNAMENTAL PENMANSHIP AND LETTERING COURSE.

This course embraces Plain and Ornamental Penmanship, Business Writing, Flourished Capitals, Combination Capitals, Italics, Scrolls, Flourished Birds and Animals, Engrossing, and all Fancy Lettering.

Tuition for a nine months' scholarship	$20 00
Tuition for one term (12 weeks)	8 00

SINGLE STUDIES IN COURSE III.

Business (Plain) Penmanship, complete	$10 00
Plain and Ornamental Penmanship, complete	15 00
Engrossing and Lettering, complete	5 00

IV. ADVERTISING COURSE.

This course embraces a full and complete drill in the theory and practice of advertising.

Tuition for a complete course scholarship $10 00

V. ENGLISH COURSE.

Each Branch per term hour 1 25

VI. COMMERCIAL GEOGRAPHY COURSE.

Tuition for a complete course scholarship 4 00

COMBINATION OF COURSES.

Courses I and II (when taken at the same time) 9 months' scholarship...	$40 00
Course I, including a complete course in Typewriting, 9 months' scholarship	35 00
Courses I, II and VI (taken at the some time) 9 months' scholarship....	44 00
Courses II and III (taken at the same time) 9 months' scholarship......	35 00
Courses II and IV (taken at the same time) 9 months' scholarship......	30 00
Courses II, IV and VI (taken at the some time) 9 months' scholarship....	34 00
Courses I and IV (taken at the same time) 9 months' scholarship.......	35 00
Courses I, IV and VI (taken at the same time) 9 months' scholarship....	39 00
Courses I, II and III (taken at the same time) 9 months' scholarship....	50 00
Courses I, II, III, IV and VI (taken at the same time) 9 months' scholarship..	59 00
Courses I, II and IV (taken at the same time) 9 months' scholarship....	45 00
Courses I, II, IV and VI (taken at the same time) 9 months scholarship..	50 00
Courses I, II, III and IV (taken at the same time) 9 months scholarship..	55 00
Courses I, II, III and VI (taken at the same time) 9 months scholarship..	55 00
Course IV including a complete course in Typewriting, scholarship.......	18 00

Either one, all, or any combination of the above Courses may be taken by a pupil. The majority of pupils enroll for Courses I and II, of the Combination Courses. We consider this combination a complete "Business" Course.

SPECIAL WORK.

Business (Plain) Penmanship, thirty lessons.........................	$3 00
Ornamental Penmanship, thirty lessons	4 00
Typewriting, one month (1 hour daily lesson).........................	3 00
English Branches, each per term hour of 12 weeks....................	1 25

The Tuition is the only expense attached to the Department in addition to books and materials, which are furnished, at reasonable rates, at the Department Office. A gymnasium fee of $1 00 per term is to be paid by all male students.

No matriculation, incidental or College Scholarship fee is charged pupils taking the Commercial Course only.

MAIN ENTRANCE TO COLLEGE CAMPUS.

FFICE.
No. 1
EDISON'S MIMEOGRAPH

He that would climb the ladder must begin at the first step.

General Information.

(READ CAREFULLY BEFORE WRITING FOR FURTHER INFORMATION)

TIME OF ENTERING.

Pupils may enter at any time with equal advantages. New classes are organized in Bookkeeping and Shorthand on or about the first and fifteenth of each month in order to accommodate *new pupils*. The Penmanship classes can be entered during any day session of the year. The college terms commence as follows: Winter term, 1908, January 2. Spring term, 1908, March 25. Fall term, 1908, September 16. Winter term, 1809, January 6.

BOARD AND ROOM.

Living expenses in large cities (where private schools and business colleges are generally located) are high, while in Delaware, living expenses are comparatively low. Board may be obtained at from $2.00 to $2.50 per week, and even less. The rent of a furnished room amounts to from 50 cents to $1.25 per week for a student. Hence we can offer a better business course for less money than any other first-class business school.

SCHOOL SESSIONS.

Sessions are held from 7:50 a. m. to 11:30 a. m., and 1:30 p. m. to 4:00 p. m., five days of each week. The Principal or Secretary may be consulted in the Department office on Saturdays.

VACATION.

We endeavor to observe an annual vacation from August 15th to the commencement of the regular fall term of the University, which embraces the dates of September 15th to 20th of each year.

HOLIDAYS.

The holidays observed are Saturdays, Thanksgiving Day, Christmas week (including Christmas and New Year's Day,) February 22d, May 30th, and July 4th.

QUALIFICATIONS FOR ENTERING.

A fair knowledge of the ordinary English branches is sufficient qualification for the Commercial Course. Any deficiency in this respect, if not radical, can be remedied by special training. Applicants are requested to bring their grades obtained from the school which they formerly attended. Each student is expected to bring a certificate of good moral character. We exercise a jealous watchfulness over the conduct of pupils entrusted to our care.

ADVANTAGES AND PRIVILEGES OF COMMERCIAL STUDENTS.

Commercial students are given free access to the University Library, containing many thousand volumes, and the Free Reading Room, containing the various leading daily papers and numerous periodicals. The advantages offered here for literary culture and general information are unsurpassed. Students of the School of Business also have the same privileges of the Gymnasium as other students of the University. The Gymnasium fee is $1.00 per term.

MILITARY INSTRUCTION.

The University recognizes the great value of military drill upon the health and physical bearing of young men. Its effect in securing neatness of dress, and especially obedience and promptness in responding to orders is invaluable to young Americans. Its influence in promoting patriotism, and in training young men for important positions in a national crisis are incalculable. In the late war with Spain, eighty-one cadets or graduates who had been cadets, entered the army, of whom twenty-eight were commissioned as officers in the Volunteer Army. The companies meet for practical or theoretical work three hours a week. Cadets must purchase uniforms, the cost of which should be noted in making an estimate of expenses. Complete uniforms cost from $12.00 to $16.00. They are neat and durable, and are often worn to daily recitations. No charges for instruction.

EXPENSES FOR YOUNG WOMEN.

A statement of the estimated expenses for young women will be sent on application by addressing Professor C. B. Austin, Dean at Monnett Hall, Delaware, Ohio.

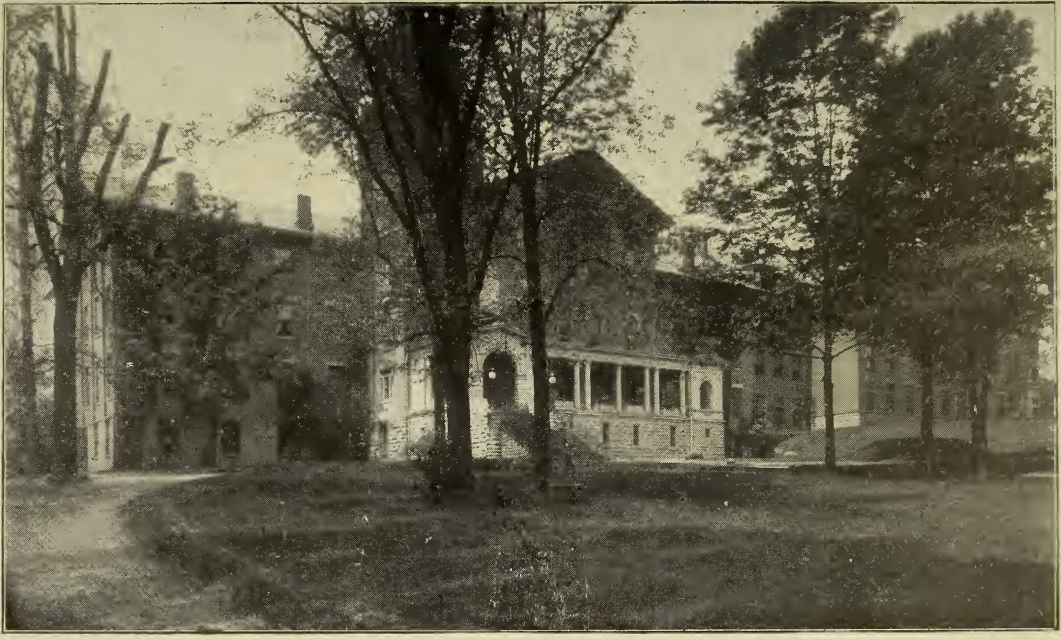
Ladies desiring to take a commerical course, making application for accommodations at Monnett Hall after all rooms are engaged, will be furnished rooms at private residences.

TIME REQUIRED TO COMPLETE THE COURSE.

It usually takes seven to nine months close study to complete the Business and Stenographic Courses. It can be done in less time; it depends upon the knowledge and previous training of the pupil. The more knowledge one has, the better fitted he will be for the work and proportionately less time is required for the completion of the course.

SHORTER COURSES.

It is not necessary that a student should stay the required time, nor even that he should complete any of the given courses in order to be benefitted by the instruction.



MONNETT HALL, THE HOME OF THE LADIES.

In school, as in army, discipline is essential to existence.

Students will be admitted at any time for either of the courses or for any of the branches in either course. Nine months' scholarships are issued for each course, or any combination of them.

DIPLOMA AND CERTIFICATE

Pupils who complete either course and pass the required examinations, are granted diplomas, the cost of which will be $2.00. Those who take a part of the course, are given a certificate covering the branches completed.

OBTAINING SITUATIONS

We have no trouble in placing in good positions graduates who have good qualifications, but we make *no guarantee* to do so in any given case. Any school which guarantees a position to a pupil upon the completion of a course, simply holds out a bait of fraud and deceit to many patrons.

Our chief business is that of imparting knowledge, combined with a watchfulness over the welfare and best interests of pupils. We freely and gladly assist our graduates to obtain employment, and we have facilities which are rapidly growing in this important branch of our work. Those who come and *Qualify Themselves* are never unable to obtain an opportunity to use their knowledge.

During the past four years every pupil who completed courses I and II, secured a good position. In fact, we were unable to fill all applications for bookkeepers, stenographers and office help.

PAYMENT OF TUITION

With but few exceptions we require the tuition to be paid in advance, and *no scholarship will be transferred or taken back,* as our school is in continual session eleven months of the year—we stand ready and willing to perform our part of the contract at all times.

ATTENDANCE

As commercial students are members of the University the same as other departmental students, they are required to be regular and punctual in attendance. Each teacher keeps a class book in which a record is kept of the attendance of each pupil, together with a record of the progress made in all branches pursued. Parents and guardians, upon application, will have this record mailed to them from time to time.

CLASS INSTRUCTION

There are classes and daily recitations in each of the various principal branches taught. In Shorthand and Bookkeeping it has been found necessary to have from three to four classes, so that new pupils may enter the school *at any time,* and be accommodated with classes to suit their knowledge of each branch. Private instruction is given at any time to all who desire to commence *any branch or course* from the beginning.

DISCOUNTS

When two or more pupils from the same locality (outside of Delaware county), purchose scholarships, at the same time, each will be allowed a reduction of five per cent. from the catalogue prices. When three or more enter from the same locality at the same time, a reduction of ten per cent. will be allowed. Rates for *"combination courses"* will be found under "Courses and Tuition Rates," in this catalogue.

TEXT BOOKS, BLANKS AND STATIONERY

The cost of text-books, blanks and stationery depends upon the course taken. The outfit for the Business Course will cost from $10.00 to $12.00. The outfit for a course in Stenography and Typewriting will cost about $4.00. The entire cost for any combination of courses will not exceed $15.00 complete.

WHERE TO GO, ON ARRIVING AT DELAWARE

The office and main apartments of the School occupy the third and fourth floors of Elliott Hall, the large frame building on the University campus on South Sandusky street.

Upon arriving in the city, at either of the three depots, pay no attention to checked baggage, but retain the checks until you have selected your room, (ladies, however, should order their baggage taken to Monnett Hall, unless it is desired to take quarters with relatives or acquaintances residing in the city.) Take a street car and direct the conductor to take you to the University. Upon arriving at the University grounds, come directly to the office of the Principal in Elliott Hall. Having made preliminary arrangements, a room and boarding place is selected, and satisfactory arrangements will then be made for the transfer of baggage to your room.

Students arriving at night, or after school hours, will find good accommodations at Hotel Donavin.

Each student coming to our school should bring a certificate of good moral character for matriculation purposes. A student coming from another college should bring a letter of honorable dismissal.

ADDITIONAL INFORMATION

We desire that applicants have *no hesitancy* in writing for information concerning the School. Write to us as frequently and freely as is desired concerning general or detail information. The more thoroughly prospective pupils understand beforehand what is expected of them while students in the University, the better we are pleased, and the better satisfaction is attained at all periods of the course.

He that blows in the dust will fill his own eyes.

TESTIMONIALS, MERITS, REPUTATION

The management does not think it necessary to publish testimonials in this catalogue as to the merits of the School of Business, or the success and reputaiton of its instructors. We have them in sufficient numbers to fill this publication. Anyone who desires proof of the ability of the school and its management through the channel of testimonials, we shall, upon request, mail them a special list, and also refer them to over five thousand former pupils and graduates who have taken a course under our instruction—a great portion of whom are now filling positions of trust and responsibility in business offices.

The department neither boasts of the *finest business college office* in the United States, nor of the School *alone qualified* to impart a business education. In order to gain notoriety and patronage, some business college proprietors whose schools are equipped with deficient instructors and courses, are prone to make some of the above utterances their chief advertisement.

Modern and practical methods have been adopted and first-class text books selected, living teachers employed, who are well tested and possessed with large experience. This school offers first-class, facilities, throughness, college privileges— a University Library, Gymnasium, Athletic Field, and a Pleasant College Home.

A Few Frequent Questions Answered.

(Please read carefully before writing for further information.)

When can I enter the school? On any business day of the year.

What are the requirements for entering? An ordinary English education; yet pupils who are deficient in any branch will have an opportunity of studying such branches.

Is there an Examination upon entering? None; yet you should bring your grades from the school which you last attended.

What can Board and Room be gotten for? From $2.00 to $2.50 per week and upwards. A vast majority of our pupils board in clubs at $2.25 per week. Better board is obtained in this way than is given in the best boarding houses. Excellent furnished rooms are rented from 50 cents, 75 cents, to $1.00 per week. Heat and light should not cost over 25 cents per week.

What do you mean by a nine month's Scholarship? Upon payment of the specified tuition for any given course or combination of courses on entering, the pupil is given a scholarship covering nine months' instruction in the branches named thereon. This period is amply sufficient to enable any one to complete all the branches in courses covered by the scholarship. In fact, not one per cent. of the pupils who enroll in this department, ever take advantage of the entire period named in the scholarship. The time mentioned on the scholarship need not necessarily be used up continuously. The pupil may take a part of the course or even complete the same, yet afterwards be privileged to return for review, and use the balance of the time remaining.

Do you guarantee Positions for your Graduates? We do not. No reliable and honorable business college *ever guarantees positions.* Why should they guarantee their graduates positions any more than dental, medical or law schools? Gamblers and adventurers, on their seeming honesty and hypocrisy make their game appear plausible to the unwary. *We do guarantee to give the most through and parctical instruction in all branches taught, and after you complete any combination of our courses we shall assist you to an office position.*

Are your graduates successful in obtaining Positions ? During the past year we have been unable to fill but a small percentage of the calls for positions as stenographers, bookkeepers and instructors of commercial branches in colleges and high schools. All who complete Courses I and II have no trouble in securing work. During the past college year every pupil who completed these two courses, as outlined on page 5 of the catalogue, is now occupying a lucrative position, and we have had a large number of calls for assistants which we were unable to fill.

Are you required to take all the studies outlined in any of the given courses ? No. You are priviliged to select such studies from any of the courses as you may desire. Combinations not outlined in our catalogue are constantly being made by pupils, and the charge for the same may be learned when you submit the list of studies to the Principal.

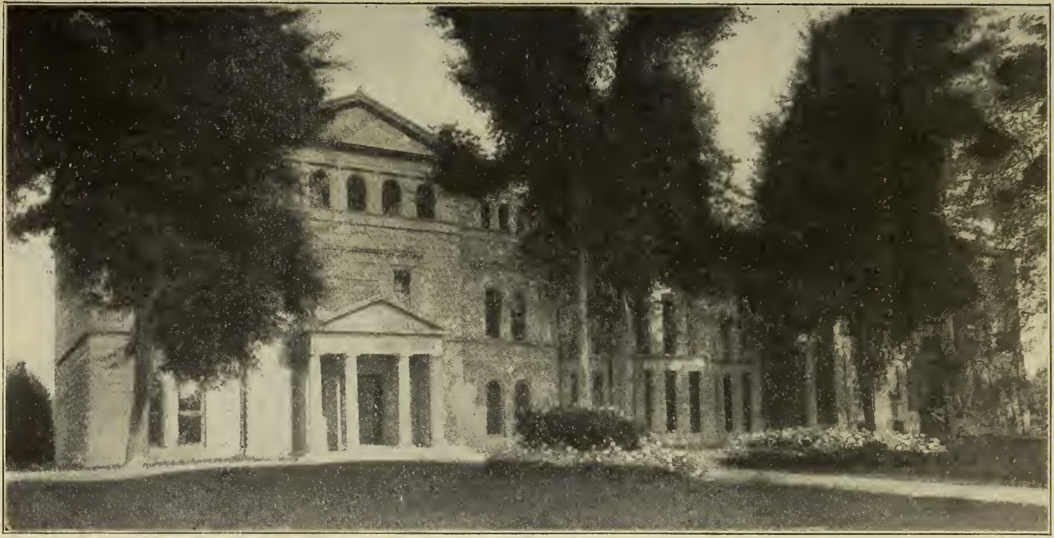
Is the School of Business a part of the University, and are its students subject to the same Rules, Regulations and Privileges? The School of Business is a sub-department of the University, as are the Musical, Medical, Art and Military Departments. Its pupils are under the same rules and regulations, and have the same privileges as the classical, scientific and literary students.

What length of time is required to complete a Course? We can not answer this question until we know the course or combination of courses you desire to pursue. Even then the ability of the student shortens or lengthens the time required to complete the course. We require all students to take a sufficient number of studies to keep them busy. We do not advise any pupil to make a specialty of any given branch, yet many former students have done so. *Courses I and II, which are taken by a majority of our students,* should be completed in from seven to eight months, and pupils who are quite well advanced in their English studies are enabled to complete it in less time. Course I when taken alone may be completed in from eighteen to twenty-four weeks; Course II when taken alone, in five months.

While taking studies in the School of Business, are you permitted to take studies in the other Departments of the University, and if so, at what additional expense? Yes; if the studies are in the Musical, Art, Military, or School of Oratory Departments, a special fee is charged for the studies taken. If the branch belongs to the College of Liberal Arts, Academic, Preparatory, or Normal Departments or to the Literary Course, you are charged $1.25 per term hour for such studies. A *term hour* is a recitation given one or more times per week during the college term, which averages twelve weeks; that is if there are two recitations per week given in a branch, the fee will be $2.50 per term; three recitations per week, $3.75; four recitations, $5.00, etc.

Do you have terms in the School of Business? No; not with the regular course pupils. We use the word "Term" for the accommodation of pupils of other Departments of the University, as their regular studies are outlined by the term. Regular course pupils are requested, as far as is convenient to them, to enter about the 1st or 15th of each month, as new classes are organized in all studies on or about these dates. Pupils who enter at any time between these dates are given *private lessons* until they are able to join a regular class. New classes are organized in all branches at the commencement of each College Term.

Is a pupil enabled to take the Business, Shorthand and Typewriting Courses, (I and II) at the same time? Yes. A large majority of pupils take this combination of courses in order to have full work. We advise all to take *this combination of courses.* It will better equip you to accept any clerical position which may be offered. The average pupil has no trouble in mastering the work, as the courses are divided to meet the time and convenience of the pupil.



SLOCUM LIBRARY, OHIO WESLEYAN UNIVERSITY.

A Few of Our Former Pupils.

What They Are Doing and the Business Houses Employing Them.

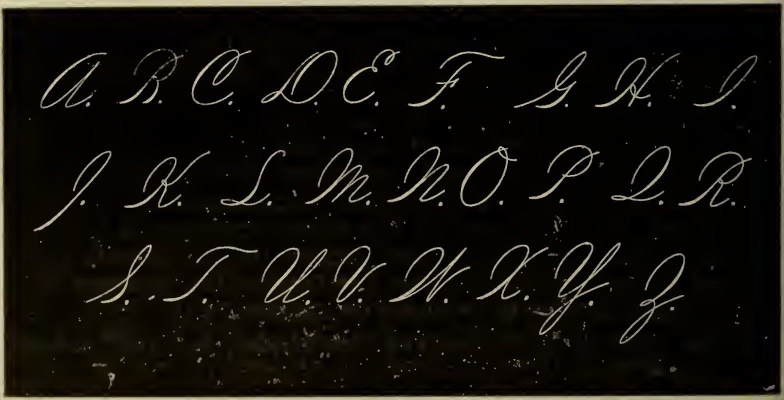
Adams, Jacob, Traveling Salesman, Columbus, O.
Anderson, Ira O., Manager, Art Co., Sidney, O.
Aigin, Anna M., Bookkeeper and Stenographer, Pittsburg Pa.
Alexander, Mary E., Instructor of Penmanship, public schools, Gallipolis, O.
Bailey, Leona M., Stenographer, Shelby, O.
Beach, D. E., Bookkeeper, Methodist Book Concern, Chicago, Ill.
Buckingham, L. H., Bookkeeper, Marseilles, O.
Boyd, E. W., Bookkeeper, J. C. Roane Planing Mill, Weston, W. Va.
Beatty, A. W., Auditor, Belmont Co., St. Clairsville, O.
Billingsly, L. M., Bookkeeper, Fairmont, W. Va.
Biddle, Harry, Bookkeeper, Biddle Bros., Parkersburg, W. Va.
Beathard, Chas. L., Bookkeeper and Stenographer, Columbus, O.
Brittain, Mrs. Maud, Bookkeeper and Stenographer, Delaware, O.
Bowker, Don G., Stenographer, Norwalk, Col.
Barrett, F. W., Bookkeeper, Spring Valley, O.
Beathard, Grace, Stenographer, Columbus, O.
Berger, Gertrude H., Stenographer, Stratford, O.
Barrett, Roberta, Bookkeeper, Hooper, Col.
Bratton, Mrs. Myrtle A., Secretary and Stenographer, Morristown College, Morristown, Tenn.
Carr, Adelaide, Stenographer and Bookkeeper, Syracuse, N. Y.
Caris, I. B., Stenographer, Cleveland, O.
Caris, A. G., Bookkeeper, Columbus, O.
Carter, Nora C., Stenographer and Bookkeeper, Chicago, Ill.
Casto, Dr. D. D., Physician and Surgeon, Ripley, W. Va.
Clipp, Wilbur L., Bookkeeper, B. & O. Ry. Co., Bellaire, O.
Chadwick, Guy C., Stenographer, S. Cumberland, Md.
Campbell, Herman R., Stenographer, Columbus, O.
Clairige, Geo. W., Instructor of Bookkeeping, Walden University, Nashville, Tenn.
Coe, George, Bookkeeper, Cleveland, O.
Carhart, Fred L., Bookkeeper, Marion, O.
Case, E. B., Instructor of Penmanship, Nelson Business College, Cincinnati, O.
Clark, Theresa H., Stenographer, Roscoe, O.

Clark, Florence C., Bookkeeper, Delaware, O.
Cleaver, Clyde L., Collector, Citizens Telephone Co., Columbus, O.
Carter, R. S., Stenographer, Yuma, New Mexico.
Davidson, C. M., with Westinghouse Mfg. Co., Pittsburg, Pa.
Davis, Anna M., Stenographer and Bookkeeper, Ohio Fire and Brick Co., Oak Hill, O.
Davis, W. F., Telegraph Operator, Chattanooga Southern Ry. Co., Chattanooga, Tenn.
Dix, Raymond, Bookkeeper, Cleveland, O.
Davis, Flora B., Assistant Postmaster, Upper Sandusky, O.
Dike, Maggie E., Stenographer, Collier's Weekly Office, Indianapolis, Ind.
Daugherty, Neigh, Stenographer, Natl. Cash Reg. Co., Dayton, O
Dorward, I. P., Traveling Agent, Slatington Slate Co., Slatington, Pa.
DeYo, Roy C., Bookkeeper, Parkertown. O.
Elsom, Stewart, Freight Office, T. & O. C. Ry. Co. Marysville, O.
Ely, Ella, Stenographer, Delaware, O.
Evans, Grace, Bookkeeper and Stenographer, V. T. Hills' Wholesale Grocery, Delaware, O.
Fish, Fred A., Stenographer, Cody, Wy.
Friend, A. W., Merchant and Bookkeeper, Pleasantville, O.
Fletcher, M. A., Clerk, Exchange Bank, Mannington, W. Va.
Fuller, Myra L., Stenographer, Cleveland, O.
Furniss, Eva., Instructor of Stenography, Walden University, Nashville, Tenn.
Falkner, J. F., Bookkeeper, Central Ohio Paper Co., Columbus, O.
Gerhold, Chas., Bookkeeper, Mogadore, O.
Gibson, A. P., Mine Foreman, Harvey Coal and Coak Co., Bissell, W. Va.
Goodwin, C. L. V., Bookkeeper, Camden, O.
Gottschalk, Cara, Bookkeeper, Ashtabula, O.
Green, Verna, Stenographer, Blanchester, O.
Griffiths, W. C., Bookkeeper, Granite City, Ill.
Harrod, Jerome, Bookkeeper, Ohio Oil Co., Marshall, Ill.
Hamner, E. H., Bookkeeper, Marysville, O.
Haught, William, Stenographer, Charleston, W. Va.
Haas, J. B., Bookkeeper, Delaware, O.
Hardie, Alex., Bookkeeper, Pittsburg, Pa.
Herr, Bertha, Bookkeeper, Marysville, O.
Hiles, Stella M., Stenographer, Shelby Tube Co., Shelby, O.
Hanlon, C. C., Stenographer, Barnesville, O.
Hewett, Carl C., Bookkeeper, Hewitt & Strevey, Sedalia, O.
Hills, L. C., Bookkeeper, Delaware O.
Hale, L. H., Bookkeeper, West Liberty, O.
Hoskinson, Zoe E., Stenographer, Supt. Water Works, Cleveland, O.

Hogue, Raymond, Bookkeeper, Delaware, O.
Irwin, Olive, Bookkeeper and Stenographer, Riddle, Graff & Co., Delaware, O.
Jayne, Mary L., Bookkeeper, Deposit Bank, Delaware, O.
Jones, T. W., Bookkeeper and Stenographer, The Hall-Collins Hardware Co., Columbus, O.
Jones, W. E., Bookkeeper, Loudonville, O.
Jones, R. C., Traveling Salesman, Delaware, O.
Johnston, Robert A., Stenographer, General Foreman's Office, B. & O. Ry. Co., Washington, D. C.
Jenkins, D. H., Bookkeeper and Stenographer, Whistle Creek Mining Co., Knoxville, Tenn.
Johnston, Erma, Bookkeeper, Wilmington, O.
Kinney, D. N., Teacher of Bookkeeping, Staunton, Va.
Kibby, Chas. G., Instructor in Commercial Department, High School, Detroit, Mich.
Keys, H. H., Bookkeeper, Peach Orchard Coal Co., Peach Orchard, Ky.
Kelso, Harry J., Stenographer, Greenfield, O.
Kugler, Florence E., Stenographer and Bookkeeper, Cleveland, O.
Lynn, Mary H., Bookkeeper, Clark Lumber Co., Delaware, O.
Long, Bessie, Bookkeeper, Delaware, O.
Leslie, E. R., Bookkeeper, Cleveland, O.
Lanham, Frank, Instructor of Bookkeeping and Stenography, Ironton, O.
Llewellen, J. W., Bookkeeper, Marion, O.
Leyshon, J. A., Bookkeeper, New Straitsville, O.
Lucas, W. E., Bookkeeper, Cincinnati, O.
McKee, J. Clyde, Bookkeeper, Falcon Iron and Nail Co., Niles, O.
McQuinn, Emmet G., Traveling Salesman, Albany, Ind.
Mortly, Dwight B., Traveling Salesman, The Ohio Cultivator Co., Bellevue, O.
Montgomery, Ethel, Stenographer, Shelbyville, Ind.
Miller, Hazel, Bookkeeper, Insurance Office, Delaware, O.
Miller, Katherine, Bookkeeper, Delaware, O.
Moses, Kate, Stenographer, Kenton, O.
McDevitt, Glenn, Bookkeeper, Newark, O.
Moist, Murray S., Bookkeeper, Lumber Co., Delaware, O.
Moore, Ida R., Stenographer, Boston, Mass.
Mann, A. C., Teacher, Center Village, O.
Morgan, Thomas, Stenographer and Bookkeeper, Columbus, O.
Marchant, R. W., Traveling Salesman, Woolson Spice Co., Toledo, O.
Neds, W. W., Stenographer, F. O. Shoedinger, Mfr., East Long St., Columbus, O.
Norris, Natella, Stenographer, Garry Iron and Steel Co., Cleveland, O.
Nelson, R. C., Auditor, Ohio Co., Rising Sun, Ind.

Pender, Will F., Asst. Cashier Citizens' Bank, Napoleon, O.
Phillips, G. B., Druggist, St. Mary's W. Va.
Packard, Roy, Bookkeeper, Reedsville, O.
Pettet, Edith, Bookkeeper, Delaware, O.
Packard, Clyde, of V. J. Packard & Sons, Reedsville, O.
Poole, W. O., General Manager, Findlay Lumber Co., East Prairie, Mo.
Rosser, Carl A., Bookkeeper, Arcanum, O.
Rosenburg, Eva, Bookkeeper and Stenographer, V. T. Hills & Co., Wholesale Grocers, Delaware, O.
Randell, Marie, Bookkeeper, Delaware Ice Co., Delaware, O.
Roe, Irwin F., Bookkeeper, Day & Co., Allegheny, Pa.
Roads, Katie, Instructor of Bookkeeping and Stenography, Moore's Hill, Ind.
Ray, Ethel L., Bookkeeper and Stenographer, Castalia O.
Roberts, G., Bookkeeper, Gallipolis, O.
Rutherford, P. E., Bookkeeper, L. C. Smith Shoe Mfg. Co., Columbus, O.
Roemer, Alma, Stenographer, Insurance Office, Wapakoneta, O.
Robinson, Walter H., Stenographer, Gov. Office, Washington, D. C.
Raine, Jessie E., Bookkeeper, Ironton, O.
Shaw, F. L., Stenographer and Bookkeeper, Chicago, Ill.
Spahr, Paul R., Manager, Illinois Life Insurance Co., Urbana, O.
Spencer, Fred C., Bookkeeper and Stenographer, Hurshell Lime Co., Sugar Ridge, O.
Shahan, Nellie, Stenographer and Bookkeeper, G. G. Galloway, Dry Goods Store, Delaware, O.
Sheets, Lillian, Stenographer, Detroit, Mich.
Sheets, Ora, Stenographer and Bookkeeper, Leas Harware Co., Delaware, Ohio.
Smoots, H. V., Bookkeeper, Fredericktown, O.
Strider, Laura J., Stenographer, Greenfield, O.
Shaffer, Warren T., Clerk, Deposit Bank, DuBois, Pa.
Smith, Laura B., Stenographer, 5962 Maple Ave., St. Louis, Mo.
Smith, C. A., Bookkeeper, Wellsville, Kan.
Smith, James B., Stenographer, Mt. Vernon, O.
Smith, Helen G., Stenographer, St. Louis, Mo.
Stauffer, W. A., Bookkeeper and Stenographer, Cleveland, O.
Smalles, J. G., Instructor in High School, Coshocton, O.
Swickheimer, Rena, Stenographer City Auditor, Delaware, O.
Swisher, J. W., Bookkeeper, Delaware Supply Co., Delaware, O.
Stephen, Jessie M., Bookkeeper, Standard Clothing Co., Delaware, O.
Smith, Emile, Auditor's Office, Union Co., Marysville, O.
Spangler, Mary E., Bookkeeper and Stenographer, J. T. Vail & Sons, Columbus, O.
Studer, M. E., Bookkeeper, Riter-Conley Mfg. Co., Pittsburg, Pa.

Sutherland, Ruby, Stenographer, Painsville, O.
Schwartzkopf, Brithurst, Stenographer, Nevada, O.
Swope, Susie B., Stenographer, Ashland, Ky.
Truax, F. E., Traveling Salesman Zanesville, O.
Talmage, Ethel, Stenographer, Richwood, O.
Teegardin, Florence, Bookkeeper, Duvall, O.
VanBrimmer, Eugene, Stenographer, Delaware, O.
Wade, Mary E., Stenographer, The Ayres Lumber Co., Redkey, Ind.
Wertz, Roy, Bookkeeper, Mt. Gilead, O.
Wilson, J. R., Bookkeeper and Stenographer, Richmond Elevator Co., Lenox, Mich.
Wilson, Chas. F., Stenographer, Gov. Office, Washington, D. C.
Warner, P. D., Mgr., Sneath & Cunningham, Commission House, Burgoon, O.
Walden, Geo. H., Head Bookkeeper, W. M. Walden & Co., Pomeroy, O.
Wiles, Nellie L., Bookkeeper and Stenographer, Delaware Water Co., Delaware, O.
Weekly, W. D., Stenographer, Government Office, Washington, D. C.
Wickersham, F. E., Bookkeeper, The People's Bank Jamestown, O.
Watkins, Geo. H., Head Bookkeeper, V. T. Hills & Co., Delaware, O.
Weekly, W. D., Teacher, Pond Run, O.
Way, Betsey E., Stenographer, H. H. Giesy, Lumber Dealer, Lancaster, O.
Woodley, F. C., Bookkeeper, Standard Oil Co., Cleveland, O.
Work, Eva, Stenographer, Shelby, O.
Zimmerman, D. H., Bookkeeper and Stenographer, International Harvesting Machine Co., Philadelphia, Pa.
Ziegler, Clyde C., Stenographer, Columbus, O.


A. B. C. D. E. F. G. H. I.
J. K. L. M. N. O. P. Q. R.
S. T. U. V. W. X. Y. Z.

BUSINESS CAPITALS.

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Vol. VII September 1, 1908 No. 5

OHIO WESLEYAN UNIVERSITY

BULLETIN

School of Business Number

1842

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Ohio Wesleyan University
SCHOOL OF BUSINESS

COMMERCIAL DEPARTMENT OF THE OHIO
WESLEYAN UNIVERSITY, DELAWARE, OHIO

BULLETIN

ISSUED BI-MONTHLY

PUBLISHED BY THE UNIVERSITY, DELAWARE, OHIO

1908

ELLIOTT HALL. The quarters of the School of Business occupy two entire stories of this building.

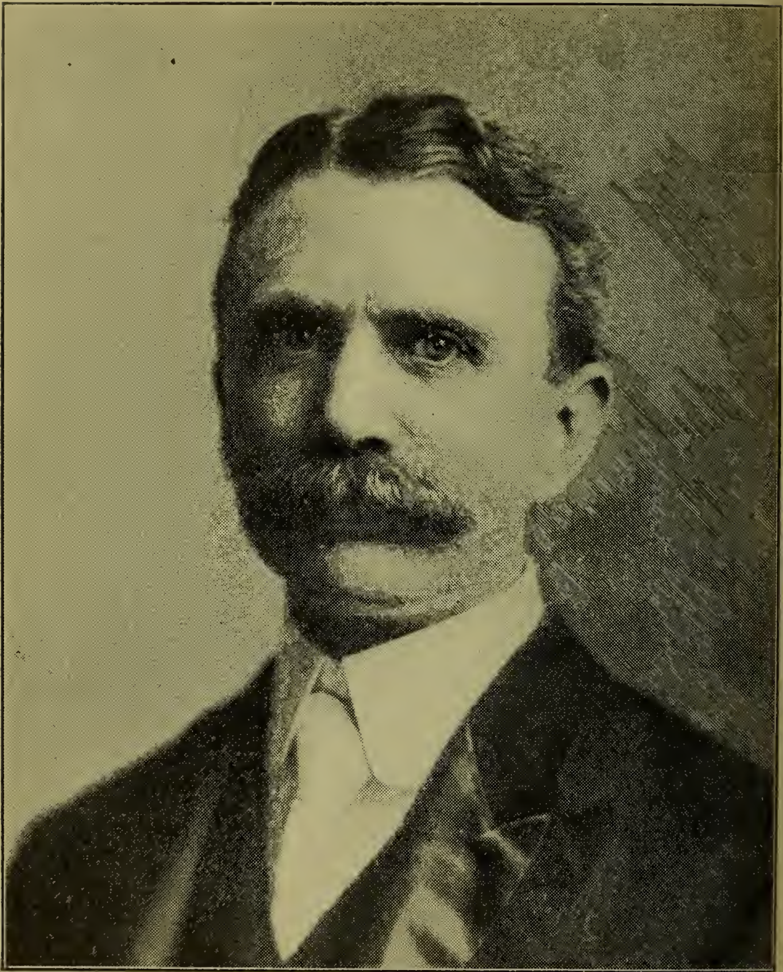
DELAWARE, OHIO.

LONG before the University was dreamed of, Delaware was noted for beauty and for health. The rolling ground, the mild climate and the healing waters made this spot the headquarters for rest and recreation of the Delaware Indians after they had been driven from their eastern home. The first white settlers soon learned that the fame of the sulphur springs rested not on Indian legend, but on established facts. The famous White Sulphur Spring on the College Campus is only one among many of the springs within easy distance. The spring abounds in romantic associations, one of the most interesting of which is the fact that at this spot young Rutherford B. Hayes first met Lucy Webb, the first girl admitted to the college classes.

Delaware, originally known as a watering place, but now far-famed as a college town, has grown to a city of ten thousand inhabitants. It is located twenty-four miles north of Columbus very near the exact geographical center of the state. Three railroads—two divisions of the Big Four, (Cleveland to Cincinnati, and Springfield to Delaware), the Hocking Valley and the Pennsylvania Line, running to Sandusky, Ohio, besides the Columbus, Delaware and Marion, an interurban trolley line —make it easy of access from every direction, while electric cars and lights, the new system of heating buildings and residences by a central hot-water plant, the modern sewer system, shady streets, good schools, churches, and beautiful homes make it an almost ideal dwelling place.

WHAT BUSINESS COLLEGE SHALL I ATTEND?

This question is asked by all who are contemplating a course of business instruction. The school chosen is attended but once, hence your selection should be carefully and impartially made. Beware of "cheap tuition rates," and also of schools which offer a reduction should you enter during a certain portion of the year. There is a marked difference between "cheap schools" and low-priced tuition. Do not decide in favor of a school which promises to give you a complete business course in from ten to fourteen weeks. Investigate, with great care, the reputation of the school, its surroundings, its instructors, its environment, and the success of its graduates. We offer low rates of tuition The Ohio Wesleyan University, being an endowed instituion, is thereby enabled to offer rates which are at least one-half less than those charged by schools which depend upon the tuition collected, for support. The University is enabled to offer a course of business instruction, second to none, in thoroughness and completeness. A careful selection has been made of methods, instructors, and all the modern requirements for giving a business education. Our advantages are superior and our inducements unequaled.



HERBERT WELCH, D. D., LL. D.,
President of Ohio Wesleyan University.

PROPER PREPARATION FOR BUSINESS.

If you desire to thoroughly qualify yourself for business, make it a point to enter a strictly high-grade Commercial School. Select one that possesses all the facilities required for giving the most thorough and practical training.

By the right training, combined with a determination to master the work undertaken, you can become a strong and capable personage in any business circle. These attainments cannot be reached in a day.

The management of the Ohio Wesleyan University School of Business assures all applicants that the various courses of study and training offered are thorough, efficient and practical—given under the untiring vigilance and close observation of the best teachers.

TO AID ALL DESIRING A BUSINESS EDUCATION.

We ask your candid and impartial consideration of the advantages and many inducements offered by the Ohio Wesleyan University School of Business.

The complete course in all business branches, the ability and wide experience of our corps of teachers, our large halls, well ventilated and lighted, make this school the most desirable place to prepare for the active duties of a successful business life.

Feeling thankful for past favors, and soliciting due consideration of our merit on the part of future patrons, we ask for further confidence and support.

ADVANTAGES OF THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

Free access to all modern improvements of the University provided for the convenience and comfort of its pupils.

Low rates of tuition. High grade of instruction.

Privileges of the University Library, Gymnasium, and all college equipments.

A thorough, competent, experienced and live corps of instructors.

Modern methods and the use of the latest text-books on all commercial branches.

The most complete and practical course of training in the shortest time possible.

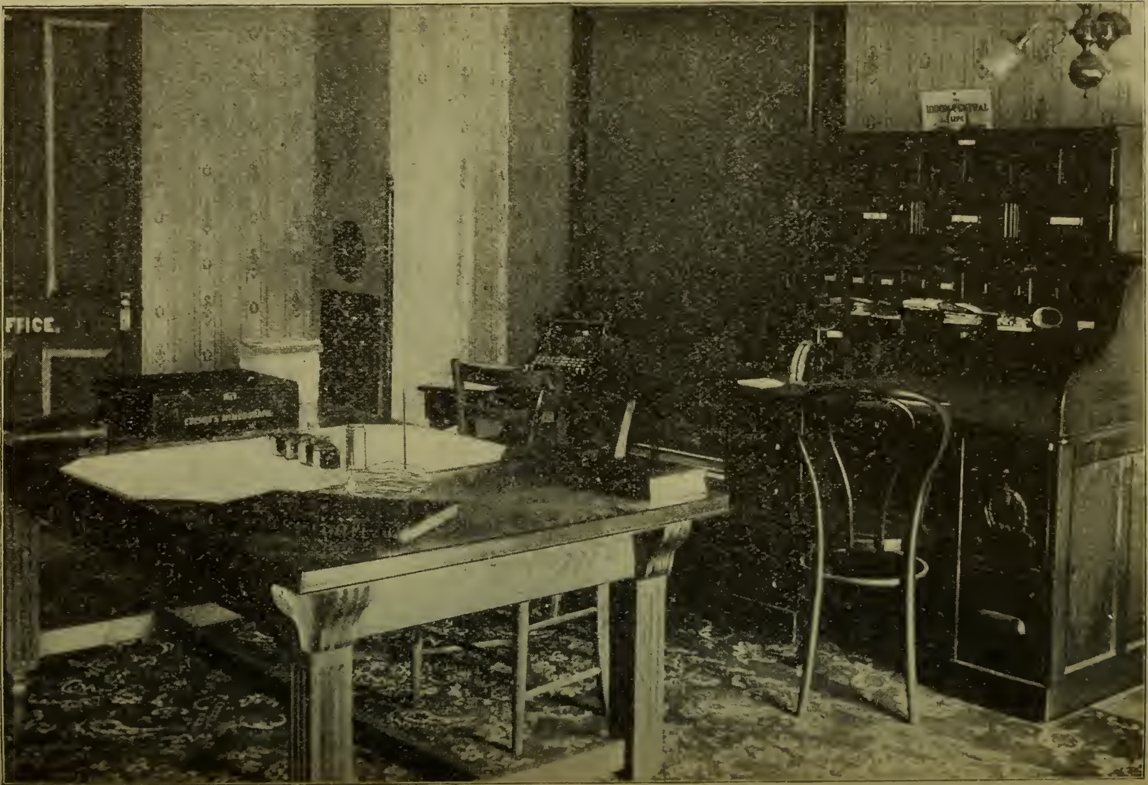
A business course under the privileges and environment of a great University.

Methods of instruction which are modern and practical.

A School of Business equipped for the rapid progress of its students.

Thoroughness and completeness of the several courses.

Our instructors are equipped with years of preparation and experience—each is an expert.



PRINCIPAL'S OFFICE.

Graduates of this School carry with them a prestige much superior to the common business colleges.

Every pupil completing Courses I and II last year is now holding a good lucrative position.

UNIVERSITY GYMNASIUM.

COURSES OF STUDY.

In order that a better idea may be obtained as to the completeness of the courses, we append the following courses and a list of studies in each:

I. BUSINESS COURSE.

Theoretical.

Bookkeeping, single and double entry, Business Penmanship, Business and Legal Forms, General Correspondence, Commercial Law, Commercial Arithmetic, Rapid Calculations.

(Practical.)

Actual Business Practice and Office Work, Wholesaling, Retailing, Business Papers, Commission, Joint Stock Companies, Manufacturing, Banking, Spelling.

II. SHORTHAND AND TYPEWRITNG COURSE.

The Eclectic System of Shorthand, Typewriting on Smith Premier and Remington Machines, Mimeograph Practice, Touch System of Typewriting, Office Training, Business Correspondence, Dictation, Spelling, Office Practice.

III. ORNAMENTAL PENMANSHIP, ENGROSSING, AND LETTERING COURSE.

Ornamental Penmanship, Flourished Birds and Animals, Flourished Capitals, Scrolls, Plain Business Writing, Combination Capitals, Italics, Engrossing and all kinds of lettering, Theory of Teaching Penmanship.

IV. ADVERTISING COURSE.

A complete course in Theoretical and Practical Advertising, embracing Newspaper, Magazine, Catalogue, Circular Letter and all modern forms of Advertising.

V. ENGLISH COURSE.

(Academic Department.)

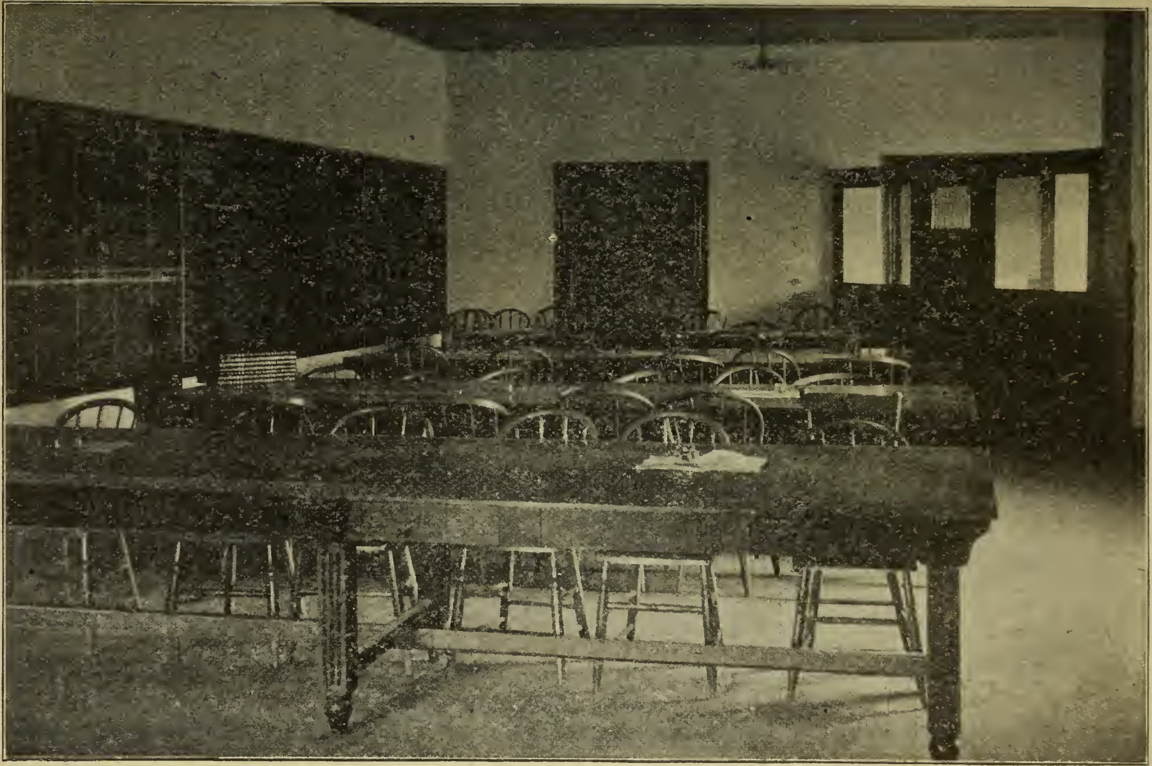
Grammar, Arithmetic, Rhetoric, Composition, History, English, Literature, Algebra, Geometry.

VI. COMMERCIAL GEOGRAPHY.

Redway's Text, with General History of Commerce, by Webster, as reference work.

Consult Tuition Rates for the above Courses on Pages 22 and 23.

Send for an Illustrated Catalogue of the School of Business, giving full information. It is free for the asking.



SECTIONAL VIEW OF BOOKKEEPING DEPARTMENT—Only one of the two college banks is shown.

DEPARTMENT OF
Bookkeeping
BANKING AND ACTUAL BUSINESS PRACTICE.

BRIEF OUTLINE OF THE COURSE.

It is scarcely necessary to follow in detail, the method of instruction in the Bookkeeping Department. It is sufficient to say, that from the beginning to the end, the point aimed at is to lay a deep foundation of the science, and to build thereon the complete structure. A happy combination of both individual and class instruction is given. From first to last, the principles are taught, in every variety of form, with their application to enterprises of various kinds. The first foundation of the science is laid by means of blackboard illustrations. We have found, after over twenty-five years' experience, that better results are attained, in at least one-half less time, than can be accomplished by any other method.

Pupils have constant drill in journalizing and giving in their own language, their understanding of the principles relating to accounts.

After being thoroughly drilled in the theoretical principles, pupils are then placed in business for themselves, and make their transactions with each other in the buying and selling of merchandise and the exchanging of values—prices of the same being changed daily. All kinds of business are represented (by a complete set of books conducted and properly closed with a statement of results), consisting of modern enterprises of all sorts, such as lumber and coal business, retail grocery, farming implements, commission business, corporation set, banking, insurance business, etc., etc. The students are regularly graded and promoted according to their attainments. Each pupil is required to pass a satisfactory examination at stated periods of the course.

ACTUAL BUSINESS.

It is true that there are many temptations offered to prospective pupils by overestimating the results which can be attained by what is called "actual business" in common business colleges. It is impossible for any school of business to present a genuine actual business course.

It is true that miniature bales, boxes and samples of merchandise may be handled by students in their practice, yet no railroads or steamboats are actually engaged in conveying the goods bought and sold.

Greater or less importance may be placed upon this method of teaching a business course, yet we must all remember that in large business enterprises and manufacturing establishments the corps of bookkeepers employed to keep a record of the business done, do not even see the goods or products, let alone handling them. The bookkeeper's office is often either located many squares away from the manufacturing establishment, or several stories distant from the place where the business is transacted. While it is true that every effort to bring actual work into business training must result in good, yet it is possible to perpetrate a great deal of clap-trap through them, by the exhibition of first-class carpenter and glazier work in the erection of business offices, insurance offices, banks, and other purely mechanical resemblance of the actual thing. Many cheap and inferior business colleges make such a display their chief source of advertising. However, a vast importance depends upon the competency to present the principles and to represent the real work. Each requisite can be met where cultivated brains and honesty are combined. The clinic of the medical school and the moot court of the law school establish this. At stated periods of the course new and carefully studied exercises are, from time to time, introduced, which enable pupils to understand and master the science in a satisfactory manner.

O. W. U. ASTRONOMICAL OBSERVATORY.

COMMERCIAL LAW.

The study of Commercial Law has always been considered a very important branch in business training. The thorough and practical work done by the School of Business, including the competency and thoroughness of instruction, presents advantages which are unexcelled.

We regard Commercial Law as one of the most important and practical studies of a business course. and if it is pursued with thoroughness and fidelity in connection with other business studies, a pupil is equipped for the needs of every-day business life; he is also fitted to know his own rights and rendered capable of avoiding injurious mistakes. It is difficult to find a more valuable study for an individual who is qualifying himself for the correct transaction of business.

We have adopted a very excellent text-book and all "Business Course" pupils pursue the study under the guidance and criticisms of a good instructor. The Hon. H. W. Crist, A. B., one of the leading attorneys of the Delaware County Bar. and Representative of Delaware county in the Ohio State Legislature, is the instructor of this practical branch of a business education. His thorough knowledge of law and his successful experience as an instructor need no commendation.

The main subjects pursued in the course of Commercial Law are Negotiable Paper, Agency, Guaranty, Warranty, Sales, Lien, Partnership, Insurance, Contracts, etc., etc. These are a few of the essential topics for every business man to know.

COMMERCIAL ARITHMETIC.

Calculation may be said to be the mainspring of business, and while the proper exercise of it leads to success, the want of it invariably leads to failure. There is no branch of learning which affords better discipline in the development of good reasoning power than mathematics.

Every occupation of life requires the knowledge of figures. Especially is this true with business men with whom correctness and rapidity are wholly indispensable.

All students in Arithmetic, in order that they may attain the highest excellence, have their work so arranged that every one receives thorough instruction in rapid calculation. Pupils are given, from time to time, the most thorough methods of rapid calculation pertaining to business transactions, such as Banking, Percentage, Trade Discount, Interest and Averaging Accounts. The course includes thorough drills in Stocks, Bonds, Exchange, Loss and Gain, Partial Payments, Equation of Payments, and all branches which may be of use in any business office. Mr. F. L. Dorsey is the instructor in this Department.

DEPARTMENT OF SHORTHAND AND TYPEWRITING.

The System We Teach and How We Teach It.

THE SYSTEM.

After years of experience in business college work, we would be foolish indeed to teach anything but the best system of Shorthand, one that will give students a practical working knowledge of the art in the shortest possible time, and that is also capable of the very highest speed. If a shorthand system is hard to read or to write, it of course requires a longer time to learn it, and if it is either so difficult or so long that it cannot be written rapidly, it does not fulfill the requirements of the BEST system, which must be EASY TO LEARN AND CAPABLE OF BEING WRITTEN AT THE MOST RAPID RATE OF SPEED.

All of the "old style" systems (Pitmanic) are hard to learn. Not even their own writers deny this. ECLECTIC SHORTHAND is the ONLY easy system that can be written rapidly. There may be others as easily learned, but their characters are so unnatural and their outlines so long that it is impossible to do difficult work with them.

ECLECTIC SHORTHAND.

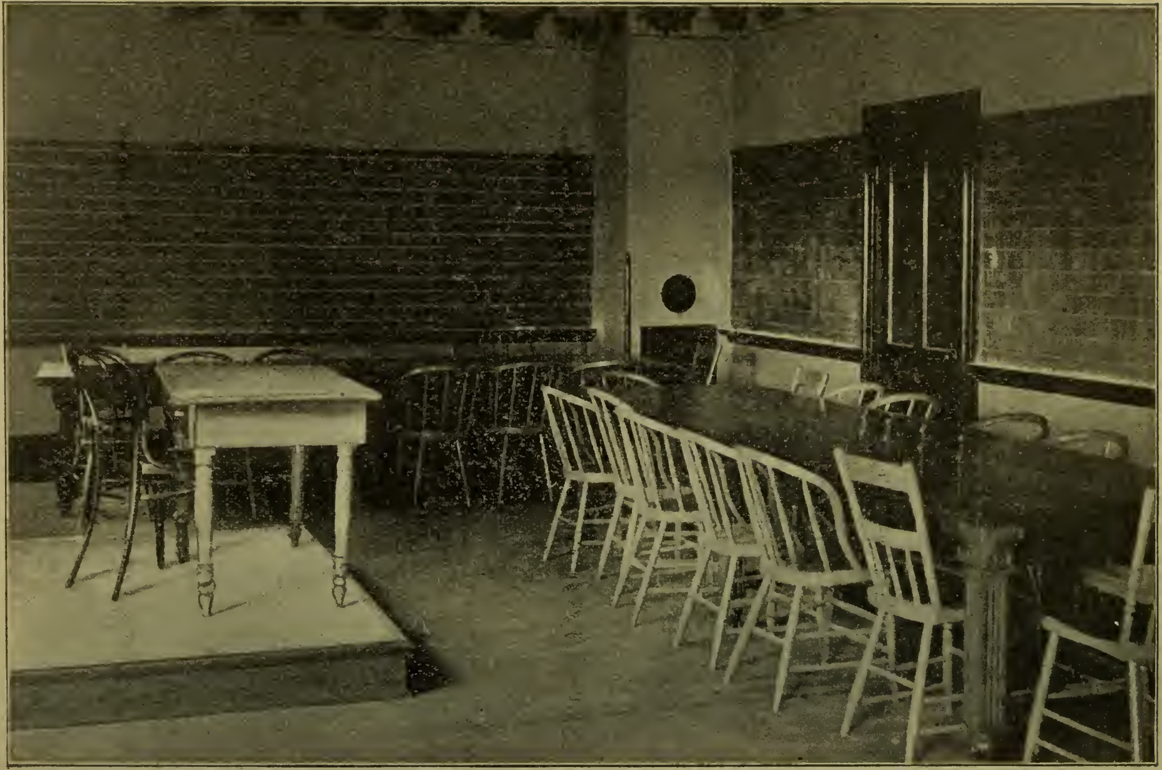
Plainest. More of the sounds of a word are expressed than in any other system.

Easiest. There are no word signs or exceptions to rules, and sounds are expressed in their natural order.

Fastest. The strokes are natural and light, and based on the longhand alphabet. No perpendicular or backward strokes in the alphabet.

THE METHOD.

The Ohio Wesleyan University School of Business is up-to-date in Shorthand instruction, as in everything else. Ours is the first school in Ohio to adopt the new Loose Leaf system of lessons in Eclectic Shorthand. The loose leaf systems have revolutionized modern business methods. Our lessons in Shorthand are the only ones based on this system, and are far in advance of all others. These new lessons are the result of years of practical experience in writing and teaching Shorthand. Every one is simple, easy and logical, and the course is so arranged that the student is always interested. Sentences are written in the first lesson, and the eighth lesson begins a story written in Shorthand—not long, cumbersome outlines, but the shortest and most perfect of which the Eclectic system is capable. Nothing is given the student to write or to read except that which has been covered by principles previously presented. Therefore, the student can always read and write correctly. There is no guess work about it.



SECTIONAL VIEW OF SHORTHAND RECITATION ROOM.

Engraved illustrations appear in the first lessons of the course, giving the student the benefit of perfect forms at the time he most needs them—in the beginning. The student's work is correct, because he has correct illustrations—the kind that enable him to see the differences that would not otherwise be apparent. In the latter part of the course the illustrations are photographic reproductions of notes written at a rapid rate of speed. In this way we combine both the the theoretical and the practical in the most perfect way, and every student obtains a working knowledge of Shorthand not possible with any other system.

This Department of the School of Business is conducted on a strict plan of thoroughness and completeness in all of its appointments. In the past it has accommodated a large number of students, giving them modern comforts and conveniences, and many of them are now occupying positions of trust and responsibility. The instructor, Miss Estella M. Hutchisson, A. B., is an **expert reporter**, a teacher of several years' experience, and a **practical writer** of shorthand. Miss Hutchisson has completed a private course of instruction with the author of Eclectic Shorthand, Prof. Geo. Cross, M. A.

Pupils under her instruction are permitted to learn the art from a reliable and practical source, not only in the skill of presenting the principles of the art, as a shorthand writer, but also as an accomplished teacher. The best evidence of her superior instruction is to be found in the success of her graduates, which places this department as a leader—not an imitator—in this important branch of business education. Our work, in fact, gives us the leading place as to strength and efficiency which can only come from the adoption of the latest and most practical methods.

Our system of training is the best for all who desire to become first-class amanuenses and reporters. Pupils receive personal instruction, combined with class and blackboard exercises. Principles are first learned, and pupils become well acquainted with them, after which all their energies are bent toward attaining speed. At all times we make a specialty of speed in class drills, by which means students are enabled to reach a high state of proficiency. A few weeks before graduation all students are given an opportunity for practical work in the Principal's office.

SPECIAL FEATURES OF THE DEPARTMENT OF SHORTHAND.

Please note the following points in favor of our Shorthand Department.

We have adopted the most modern, practical and in every respect, the best system of Shorthand.

A Department equipped for the most rapid and substantial progress of its students.

Graduates carry with them a prestige in a business community which is worth many times the cost of the course.

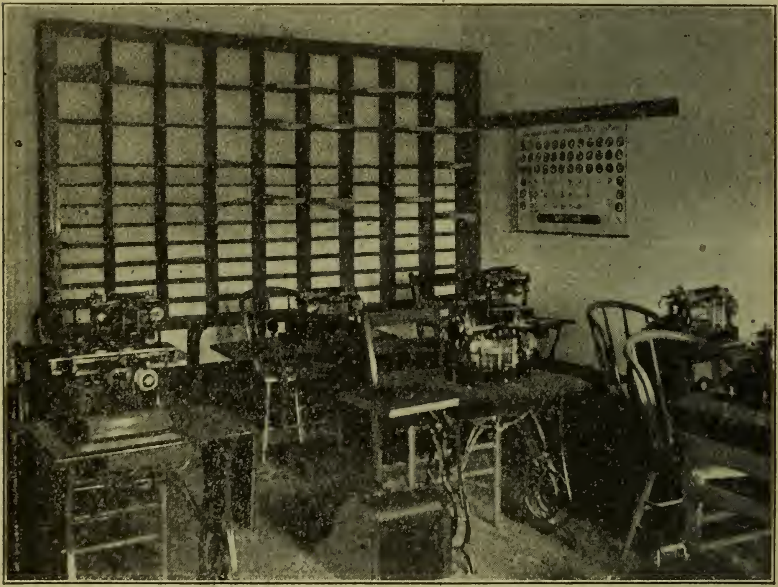
Pupils are required to read their notes immediately after writing them, and to transcribe them accurately.

A course is given in the shortest time possible consistent with the highest grade of skill.

Our graduates secure and maintain the best positions.

Actual practice given to advanced students in the Principal's office a few weeks prior to graduation.

Actual business practice and training in the use of the Mimeograph, Copying Press, etc.



A CORNER OF THE TYPEWRITING ROOM.

TYPEWRITING.

Typewriting is very rapidly increasing in popularity and successful shorthand writers must be expert operators on the typewriter. In fact, it is very desirable that every young person who expects to do office work should have a practical knowledge of typewriting, and be enabled to successfully operate any of the leading machines. A large majority of business offices are introducing typewriters, and are combining the two arts of Shorthand and Typewriting in one position. Many of our pupils take a complete course in Typewriting in connection with the Business Course, (Course I).

Students in the Shorthand Department are given ample opportunity to become good writers on two of the leading machines now in use. A few students make a specialty of typewriting alone, while all shorthand pupils receive such instruction and practice as will enable them to become expert writers, capable of producing transcripts of all kinds, including mimeograph, circular letters and all documents, in a pleasing and attractive form.

TOUCH-WRITING.

With the increasing popularity of the typewriter we find the public becoming more and more critical in their demands for perfect work, hence we drill our pupils thoroughly in the production of results which are absolutely correct, and make them realize that errors cannot be tolerated. Special attention is given to Touch Writing by the leading systems.

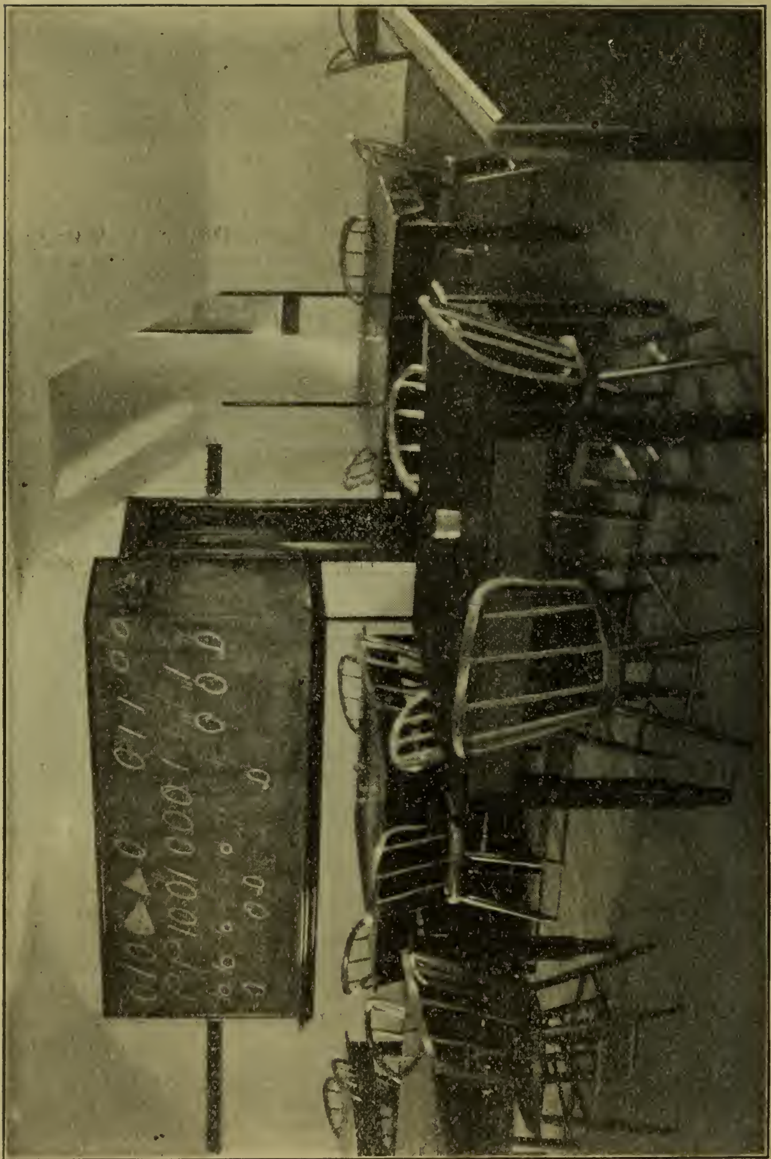
SALARIES OF SHORTHAND WRITERS.

An amanuensis receives better pay than any other clerical worker. Specialists in this art, such as court reporters, secretaries of officials, often receive salaries ranging from $1,000.00 to $2,000.00 per year. Shorthand writers in many of the federal offices receive even higher salaries. Shorthand writers with ordinary speed have no trouble in getting from $600.00 to $1,000.00 per year. Monthly salaries ranging from $40.00 to $90.00 are the wages for shorthand writers who are not able to write over 125 words per minute, and accurately transcribe their notes by means of a typewriter, into correct and elegant print. Such are fitted to the needs of the large mercantile houses, insurance and railroad offices or the private work of a secretary or manager.

The Civil Service Commissioners have standing offers for well qualified amanuenses or assistants in the various departments of the United States Government offices, who are capable of writing 100 words per minute, and transcribing the same correctly, at salaries ranging from $700.00 to $1,500.00 per year. In fact, there is scarcely any limit to promotion in this fascinating art.

The salary attained by beginners depends much upon their success at the beginning. If fair ability is shown, an advanced salary in usually soon offered for such services. If inferior ability is shown, there is scarcely any demand, even in the low salaried positions.

It is the purpose of the Shorthand Department of this School to give pupils such a complete and practical training that they will attain at least, the ordinary grade of positions, on accepting their first position.



SECTIONAL VIEW OF PENMANSHIP DEPARTMENT, ONLY ONE-FOURTH OF FLOOR SPACE SHOWN.

DEPARTMENT OF

Penmanship

In order that commercial students may be thoroughly qualified for a successful business career, they should command the ability to write a plain, rapid, legible hand. This part of a business course is an accomplishment attained only by a small percentage of business college graduates, notwithstanding the fact that it is one of the most valuable accomplishments in any vocation in life.

The School of Business places the highest estimate upon its course of business penmanship, and has provided such instruction as will give as complete a course in business penmanship as is offered in schools which make a specialty of this branch. Only skillful and practical penman are employed. The Principal of the Department is an instructor of several years' experience, and the skill which he has attained in ornamental penmanship ranks with the best penmen of the day.

Through the instruction given in this sub-department, that cramped and stiff position and movement, which is so common with the average pupil is entirely eradicated, and quick, rapid, legible movements given in its place. We have never countenanced "vertical" writing. It is a fad—now in its dotage.

Under such improved instruction, class work in penmanship becomes more of a pleasure than a task. Pupils are instructed to pass quickly from one movement exercise to another of a different kind, dictated by the instructor. In this manner, confidence and skill are rapidly given to all pupils. Penmanship, when properly taught, can be made an intellectual exercise which is beneficial to all. Through certain movement and intricate forms, the brain is required to exercise its functions in the same degree as the mental efforts required in the study of different sciences.

Notwithstanding all this, we will admit that some pupils naturally adapt themselves to the art of penmanship, and become what is sometimes called "natural penmen," yet we affirm this statement, "None are so dull and awkward but they may acquire the ability to produce legible writing in a short period of time, providing they make it a study, guided by systematic daily drill."

Methods which are natural and scientific are employed, and the most practical results are obtained by daily instruction and drill. These methods are based upon the latest, most practical and effective combinations of movement exercises, leading to the production of perfect forms. Easy movements are adopted which give the pupil free-

and rapid motion of hand and arm, while special attention is given to position and muscular exercises which will produce the best results. As the student advances, (if ornamental penmanship is desired), more difficult combinations are taught, and the pupil is finally merged into an ornamental penman. The more freedom attained in the rapidity of movement, the more the student is enabled to produce perfect and legible forms. Pupils who only desire a business handwriting are greatly benefitted by taking the ornamental course of penmanship.

BUSINESS PENMANSHIP.

All penmanship pupils are taught to write a plain hand; afterwards if it is desired, they begin the ornamental course. In the Business Penmanship Course, we avoid all the superfluous lines commonly called flourishes, and demand from every pupil a style which possesses individuality, neatness and legibility. These attainments are acquired by giving special attention to position, form and movement.

Each full course pupil is required to spend one or more hours each day in the study and practice of penmanship, in the regular penmanship classes. He is requested to devote as much time as possible to private practice at odd hours of the day. The results obtained by these methods are very satisfactory to the most scrupulous critics of the art. A legible, rapid business hand always possesses a commercial value of its own; therefore we place upon business writing the stamp of importance which it requires.

Young men applying for a position are often enabled to secure lucrative places by reason of their plain business writing. An applicant with this attainment invariably receives the preference even when he appears to be unequal to other competitors, in many ways. Writing is usually accepted as an index to educational attainments. All young persons, and anyone with this attainment demands marked attention, and an impression is given which has an important bearing in the final selection of a clerk, secretary, bookkeeper, or office assistant.

DEPARTMENT OF ADVERTISING.

During the past few years there has risen an urgent demand from both business men and pupils for a Course in Advertising. Twentieth century business methods require a general knowledge of this art. No business can be thoroughly and rapidly developed without the publicity obtained from systematic and judicious advertising.

Business Schools and Business College managers are rapidly recognizing the importance of providing instruction for their pupils in the art of advertising. In order to meet these demands, the University engaged the services of Mr. George Clausing, who, at considerable expense, time and study, during three years, has prepared himself to give a course of modern instruction in this art. He has completed a course from one of the leading schools of advertising in Chicago.

Courses in advertising are usually given by correspondence, which, to say the least, is a very unsatisfactory way of pursuing courses of any kind of instruction.

All pupils of the School of Business who are anxious to know more about advertising, now have a privilege of taking a course at a nominal expense, in connection with either of the regular courses offered.

A good writer of advertisements is an artist of peculiar merit, and able to command a high salary. He must have a liberal education. He must have a knowledge of business and men. He must be a good judge of human nature. Leading dry goods and clothing merchants in the east and middle west pay salaries ranging from $1,800 to $5,000 per year to men who devote their entire time and attention to the daily advertising. An ordinary bookkeeper or stenographer can often render invaluable aid to his employer by being able to assist in composing advertisements. Advertising is closely affiliated with all business pursuits.

Mr. Clausing, with his years of experience as a traveling representative of several leading manufacturing establishments of the central west, is amply equipped for imparting instruction leading to a thorough knowledge of this art. Our lessons encompass the best ideas of a large corps of successful advertisers, and the student who masters them will have an excellent idea of what constitutes a good advertisement.

ENGLISH COURSE.

Among the many advantages offered in the School of Business is the opportunity afforded to all pupils, who are deficient in the proper use of English, to make a thorough study of the same.

Many applications for enrollment in business colleges are found deficient in English branches. All pupils found wanting in this respect are advised to take one or more English studies, in connection with the courses selected in the School of Business. The aim of the Department is to give frequent and effective drills in all English branches, during daily work in all branches.

Regular pupils in the School of Business, or other Departments of the University, who desire to take one or more studies in the Academic Department, or the College of Liberal Arts, have the privilege of taking such studies by the payment of the following fees: the price per term hour is $1.25; that is if a branch should be taken which is offered three hours per week; the cost of this branch for a term of twelve weeks to a student in the School of Business would be $3.75. If a branch should be given five hours per week, the cost for a term of twelve weeks would be $6.25.

A number of our pupils last year took work in other Departments of the University, in addition to the work pursued in the School of Business. THIS IS ONE GREAT ADVANTAGE WHICH WE OFFER ABOVE ORDINARY BUSINESS COLLEGES IN CITIES.

COURSES AND TUITION RATES.

(PAYABLE IN ADVANCE.)

I. BUSINESS COURSE.

The Business Course embraces Bookkeeping, (Single and Double Entry) Banking, Business Practice, Business Penmanship, Commercial Law, and Commercial Arithmetic. Tuition for a nine months' scholarship $30 00

SINGLE STUDIES IN BUSINESS COURSE.

Bookkeeping (complete) with one daily lesson in Business Penmanship	$23 00
Bookkeeping, one college term, with privilege of daily lesson in Penmanship	18 00
Business Penmanship, one college term, five hours per week	5 00
Business Penmanship, one college term, ten hours per week	8 00
Commercial Law, one college term (12 weeks)	4 00
Commercial Arithmetic, one college term (12 weeks)	3 00
Bookkeeping, or Banking, per week	2 00
Business Penmanship (2 daily lessons) per week	1 00
Commercial Law (3 lessons) per week	50
Commercial Arithmetic (2 lessons) per week	50

II. SHORTHAND AND TYPEWRITING COURSE.

This course embraces Shorthand (Eclectic) Correspondence, Dication and Typewriting, and Touch System of Typewriting, including use of machine and mimeograph practice.

Tuition for a nine months' scholarship $25 00

SINGLE STUDIES IN SHORTHAND AND TYPEWRITING.

Shorthand, one college term (12 weeks)	$12 00
Shorthand, next succeeding college term	10 00
Shorthand per week (daily lesson)	1 50
Typewriting and Correspondence, complete course	10 00
Typewriting and Correspondence, one college term	7 00
Typewriting and Correspondence, next succeeding term	5 00
Typewriting and Correspondence (daily lesson) per week	1 25

III. ORNAMENTAL PENMANSHIP AND LETTERING COURSE.

This course embraces Plain and Ornamental Penmanship, Business Writing, Flourished Capitals, Combination Capitals, Italics, Scrolls, Flourished Birds and Animals, Engrossing, and all Fancy Lettering.

Tuition for a nine months' scholarship	$20 00
Tuition for one term (12 weeks)	8 00

SINGLE STUDIES IN COURSE III.

Business (Plain) Penmanship, complete	$10 00
Plain and Ornamental Penmanship, complete	15 00
Engrossing and Lettering, complete	5 00

IV. ADVERTISING COURSE.

This course embraces a full and complete drill in the theory and practice of advertising.

Tuition for a complete course scholarship $10 00

V. ENGLISH COURSE.

Each Branch per term hour $1 25

VI. COMMERCIAL GEOGRAPHY COURSE.

Tuition for a complete course scholarship 4 00

COMBINATION OF COURSES.

Courses I and II (when taken at the same time) 9 months' scholarship	$40 00
Course I, including a complete course in Typewriting, 9 months' scholarship	35 00
Courses I, II and VI (taken at the same time) 9 months' scholarship	44 00
Courses II and III (taken at the same time) 9 months' scholarship	35 00
Courses II and IV (taken at the same time) 9 months' scholarship	30 00
Courses II, IV and VI (taken at the same time) 9 months' scholarship	34 00
Courses I and IV (taken at the same time) 9 months' scholarship	35 00
Courses I, IV and VI (taken at the same time) 9 months' scholarship	39 00
Courses I, II and III (taken at the same time) 9 months' scholarship	50 00
Courses I, II, III, IV and VI (taken at the same time) 9 months' scholarship	59 00
Courses I, II and IV (taken at the same time) 9 months' scholarship	45 00
Courses I, II, IV and VI (taken at the same time) 9 months' scholarship	50 00
Courses I, II, III and IV (taken at the same time) 9 months' scholarship	55 00
Courses I, II, III and VI (taken at the same time) 9 months' scholarship	55 00
Course IV including a complete course in Typewriting, scholarship	18 00

Either one, all, or any combination of the above Courses may be taken by a pupil. The majority of pupils enroll for Courses I and II, of the Combination Courses. We consider this combination a complete "Business" Course.

SPECIAL WORK.

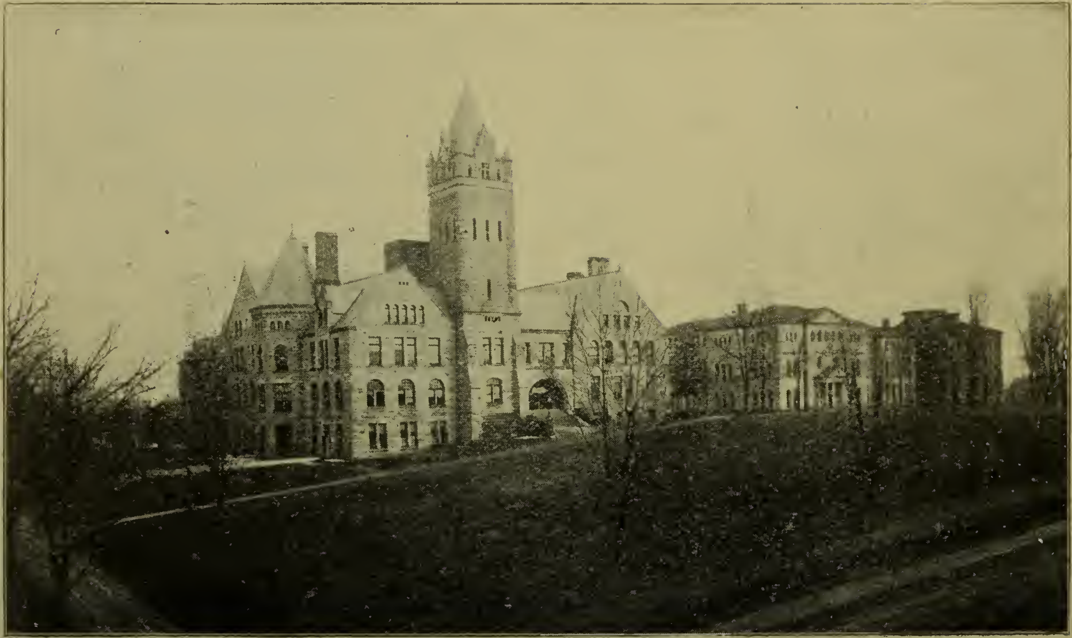
Business (Plain) Penmanship, thirty lessons	$3 00
Ornamental Penmanship, thirty lessons	4 00
Typewriting, one month (1 hour daily lesson)	3 00
English Branches, each per term hour of 12 weeks	1 25

The Tuition is the only expense attached to the Department in addition to books and materials, which are furnished, at reasonable rates, at the Department Office A gymnasium fee of $1.00 per term is to be paid by all male students.

No matriculation, incidental or College Scholarship fee is charged pupils taking the Commercial Course only.

SEND FOR AN ILLUSTRATED CATALOGUE OF THE SCHOOL OF BUSINESS

MAIN ENTRANCE TO COLLEGE CAMPUS.



UNIVERSITY BUILDINGS.

WHAT IT COSTS A YOUNG MAN

AT THE

Ohio Wesleyan University School of Business.

BOARD AND ROOM RENT.—The price for table board in clubs or private families ranges from $2.50 to $3.50 per week The majority of the young men board in clubs at from $2.50 to $3.00 per week. Some students board themselves at prices ranging from $1.50 to $2.00 per week. The price of a room for two persons varies from 60 cents to $1.25 per week each; for one person, from 75 cents to $1.75; the higher figures for room rent in each case include heat and light.

The cost of books and supplies varies from $11.00 to $15.00; of concerts, lectures, &c., from $3.00 to $6.00; of dues to literary societies, class organizations, and of subscriptions to Christian Associations, athletics, the church and missions, etc., from $2.00 to $8.00 per year. The cost of books and supplies is the only required expense listed in this paragraph.

GYMNASIUM AND MILITARY.

The gymnasium fee is $1.00 per term. There is no fee for military instruction, but students on entering this Department are required to procure a military suit. These suits can be bought in Delaware at from $12.00 to $16.00. The low price is due to the fact that the young men secure a wholesale rate. The suits are very neat, and many of the students wear them to all their classes.

TOTAL COST OF COURSE I, AND COURSES I AND II.

Tabulating the various items, and not including traveling expenses, or clothing, we have the following estimate of necessary expenses for Course I, and for Courses I and II. The average time for completing Course I is twenty-three weeks, and the average time for completing Courses I and II is thirty-two weeks.

	Course I.	Courses I and II.
Scholarship	$30 00	$40 00
Board, at $2.50 per week	57 50	77 75
Room rent, at 75c. per week	17 50	22 50
Fuel and Light	5 00	7 50
Laundry	4 00	6 00
Books, Stationery and Supplies	11 00	15 00
Concerts, Lectures, etc	3 00	3 00
Sundry Items	5 00	5 00
	$133 00	$176 75

By consulting the foregoing figures, you will notice that board is estimated at $2.25 per week, and room rent at 75c. per week. Cheaper board and room may be secured. Several young men during the past college year spent, on an average, only $97.00 in six months for Courses I and II. There are other young men in the University, as there have been ever since the founding of the college, who, by strict economy and self-denial, are bringing their expenses under $100.00 for the entire college year. On the other hand, there are a few young men who, by living generously, and going into society, are spending at least $400.00 per year in what they, and perhaps their parents, regard as legitimate expenses.

WAYS OF EARNING MONEY.—The ways of earning money in a college town are as numerous and varied as the wit of the young people can devise. Many, who depend upon their own efforts for an education, earn their funds largely during vacations, or by dropping out of college for a year or two of teaching or of business, before the completion of their courses. The occupations for earning money during the term include casual work of every kind, such as waiting upon tables at clubs and boarding houses, caring for lawns, houses, stables, walks, furnaces, etc., washing windows, beating carpets, doing janitor work, bell- ringing, pumping pipe organs, carpentry work, serving as agents for laundries, canvassing for books, novelties and other articles, soliciting insurance, orders for clothing, etc., clerking, collecting, typewriting, stenography and bookkeeping, printing, book-binding, photography, organizing clubs for table board, corresponding for newspapers, coaching and tutoring.

LOANS.—Loans from the Board of Education of the Methodist Episcopal Church, sufficient to cover Scholarship and Incidental fees, may be secured by a needy student upon recommendation of the official board of the church to which he belongs and the Faculty of the University.

ADVANTAGES OF A COLLEGE EDUCATION.—Summing up the external advantages of a college education, a careful comparison of the number of men, and of the number of college men who have made notable achievements, with the total number winning greatness shows that a college education increases a young American's possibilities of winning influence as an author, teacher, preacher, business man, statesman, inventor, reformer, more than four hundred fold. But these are mere external gains. Education, as the word implies, means the development of all one's powers. Christian education aims at character as well as scholarship. It enlarges one's life infinitely. It helps us to realize our possibilities as sons and daughters of the Most High, and fits us for the noblest service of our families, our country, and our God.

COMPARING THE COST OF VARIOUS COLLEGES.—In estimating colleges, remember that the lowest priced education, like low-priced land is never the best. and is seldom the cheapest. The chief expense in an education is the cost of your living and the value of your time. Can you afford to spend the priceless years of youth in an institution offering you few advantages, for the sake of saving fifteen or twenty-five dollars a year in expense? The Ohio Wesleyan University has a plant, consisting of buildings, grounds, libraries, laboratories, etc., costing over $850,000, for the use of students; and an endowment of over $1,000,000, whose income is used in paying teachers for the instruction of our young people. In a word, the University received last year in all fees from students $26,546, and she spent in current expenses for the good of all, $78,121. Thus she spent substantially three times as much for her students as she received from them, in addition to furnishing a plant worth $850,000 for their use.

The Ohio Wesleyan University cannot offer the advantages for post-graduate work, save in medicine, furnished by more largely endowed institutions. But the rank our graduates take in professional schools, and the testimony of eastern professors proves that in collegiate work our students reach a higher average in scholarship than do the graduates of eastern colleges.

EXPENSES FOR YOUNG WOMEN.

A statement of estimated expenses for young women will be sent on application by addressing Professor C. B. Austin, Dean at Monnett Hall, Delaware, Ohio.

Ladies desiring to take a commercial course, making application for accommodations at Monnett Hall after all rooms are engaged, will be furnished rooms at private residences.

MONNETT HALL PORCH.

L. L. HUDSON, Principal.

REASONS WHY YOU SHOULD TAKE A COURSE IN THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

1. The Ohio Wesleyan University School of Business is a well organized Commercial Department, adapted to all modern requirements. The apartments are large, furniture new, teachers able and practical. Tuition rates are the lowest. Modern methods are taught. University advantages.

2. A business education pays the best of any, because it is practical.

3. A commercial training is useful to the farmer, physician, lawyer, minister, teacher and all professions.

4. A business course stimulates energy and self-reliance, and is a good start to young men on a sure road to success.

5. A knowledge of the forms of drafts, notes, checks, and the laws governing such papers, may, in the future, save you, in a single transaction, ten times the price of the tuition for a complete course.

6. "Ignorance of the law" excuses no one. How about *your* ignorance of business and its methods?

7. Our forefathers believed that all the boys should learn a trade. A business course is a trade, and will assist every individual to succeed in the world.

8. James A. Garfield once said: "Business colleges furnish graduates with a better education for practical purposes than Princeton, Harvard or Yale." This statement is worthy of careful consideration.

TESTIMONIALS

In the report submitted by the Board of Visitors and Examiners of the Ohio Wesleyan University for 1905, to the Board of Trustees, at their annual session in June of that year, we find the following paragraph, relative to the School of Business.:

"In Elliott Hall we were also impressed with the SUPERIOR ADVANTAGES OFFERED BY THE BUSINESS DEPARTMENT OF THE UNIVERSITY, under the management of Prof. L. L. Hudson. THE AVERAGE BUSINESS COLLEGE HAS NO SUCH QUICKENING AND STIMULATING ENVIRONMENT AS IS FOUND IN THE HALLS OF A GREAT UNIVERSITY. More than this, the Department itself is well manned and thoroughly equipped. The friends of the University should assist in making this fact more generally known."

AN UNSOLICITED TESTIMONIAL FROM A RECENT GRADUATE.

War Department, Bureau of Insular Affairs,
Washington, August 14, 1907.

Prof. L. L. Hudson, Commercial Department, Ohio Wesleyan University, Delaware, Ohio:

Dear Sir:—It is with pleasure I write to inform you of my success in securing a good government position, due entirely to the good training received in the Commercial Department of the O. W. U.

I took the civil service examination for Stenographer and Typewriter in April, was notified of my grade June 9th, and received appointment June 29th in the Bureau of Insular Affairs at an entrance salary of $900 per year.

You will remember I was only a student during one term, from Sept. 20th until Dec. 20th, 1906 which speaks for itself in behalf of the thoroughness of your school.

Wishing to thank you for this training, which is responsible for my position, I am, Very Truly Yours,

CHAS. F. WILSON.

A POINTED EDITORIAL.

The following editorial concerning the Commercial Department of the University, was clipped last month from one of the leading county newspapers of Central Ohio.

> "This School of Business is not to be compared to the many mushroon Business Colleges which have lately sprung up all over the county for the sole purpose, it seems, to obtain the tuition from pupils without doing them any special good. A good, substantial Business College is a good thing for any young man or woman who de-

sires to fit themselves to earn an honorable livelihood, but the 'Cheap John' ones are a detriment, for as soon as the pupil realizes that he has been the victim of dishonest and unscrupulous instructors, it causes him to lose confidence in his work, and he becomes discouraged in his endeavor to get a good business education."

A Few Reflections.

OPPORTUNITIES.

There are many opportunities in this age of commercialism for the ambitious young man or woman to obtain some of the luscious fruits of earnest well-directed endeavor. Many are satisfied with the plums of life which grow on the lower branches, unmindful or neglectful of the larger and richer fruitage which lies in the very top of the tree. Practical education in commercial subjects is a needful qualification in climbing the ladder of life to its very apex, where honor, fame and wealth may always be found. If you are a good penman and know how to keep a set of account books, if you are familiar with business methods and practice, and know how to use all forms of business papers, if you can write shorthand and operate the typewriter, you have the foundation laid for a successful career. With these qualifications you may enter almost any field of endeavor with your chance of success doubly enhanced. We can give you, in a most complete and satisfactory manner, this training. A few months of earnest work on your part in our Commercial Department will place you in position to obtain and enjoy the richest fruits of life. Be ready for the call which comes from the business world for trained young minds to occupy lucrative positions of trust, responsibility and honor.

A GROWING DEMAND FOR YOUR SERVICES.

Read the want columns of the metropolitan daily press, and you will be surprised at the demand for competent and reliable office help. From every kind of business, and from every city, village and hamlet, comes the insistent call for young men and women who can render the intelligent service so much needed in modern commercial life. From all over the land comes the cry: "Give us trained office workers; we have plenty of every other kind." This is a remarkable age. Commercial life is the very backbone of our national existence. Business interests dominate the world, and all else is subservient. We are sending business men to our state and national legislatures to make laws for us. A professional man, to be successful, must have a working knowledge of business. The same is true of the theologian, the explorer, the teacher, the politician, the artisan, the farmer. On every hand is displayed the sign—"Competent Office Help Wanted," and there is only one qualified for every hundred needed. Shall we assist you to meet this demand. We can do it. No matter what plans you have made for your life's work, we can give you the business training you are sure to need for a successful career.

INCREASE YOUR EARNING CAPACITY.

You can largely increase your earning capacity by obtaining a commercial education. If you are now earning a dollar, you can just as easily earn two with the same effort. If you are earning nothing—producing nothing—you are missing the satisfaction and happiness which attend a well directed business life. Get in line with other young Americans, and make an effort to accomplish something. The business world is eagar to utilize the youthful enthusiasm and undaunted energy of the young men and women of the land. The world is willing to pay for the services of trained minds. The demand of this energetic age is not for the Greek and Latin scholar, nor for the man who can read the stars, nor for the society snob. Neither is there a place for the uneducated, the wilfully ignorant, the persistently lazy, nor the man who does not wish to grow or expand. If you are to be a top-notcher in the business world, if you wish to deserve honor and accumulate riches, you must qualify. You must learn the things pertaining to modern business, if you would be successful in business these hustling times. Being human, you love honor and ease. and comfort, and money. Let us tell you how to obtain all these things. If you are not ambitious to get along in the world, it won't pay you to investigate our proposition. If you wish to get to the very forefront and are anxious to fit yourself for life's strenuous duties, you cannot afford to ignore this appeal to everthing that is best within you.

TO PARENTS.

Parents who desire their sons and daughters to enter a reliable business training school, are earnestly advised to communicate with us. In this school you have the assurance that the **moral** as well as the **intellectual welfare** of your children will be carefully looked after by the Faculty of the University, and that no effort will be spared to equip them for future usefulness.

WILL IT PAY!

The fact that few positions of trust and responsibility are held by uneducated persons is evidence that an education is very valuable, and that it is a necessary requisite for every one who wishes to enjoy the confidence of his fellows, or attain to any responsible position in life.

A business training is a **practical** kind of education; it satisfies the urgent requirements of the great mass of young people of our country by insuring to them a safe means of support, and by paving the way to high and noble fields of usefulness. Teachers of commercial branches are in great demand. The School Board of Cleveland, O., has organized a commercial department in the public schools of the city. Columbia College has instituted a commercial department.

In view of another fact, that we are now living in a commercial age, when the essential requirement of the hour for the farmer, the mechanic, the laborer, and men of all professions, is a knowledge of business, we believe that no young person can afford to be without a business education, especially as it involves so limited expense to secure it. We at once conclude that it certainly DOES PAY.

DUE CONSIDERATION.

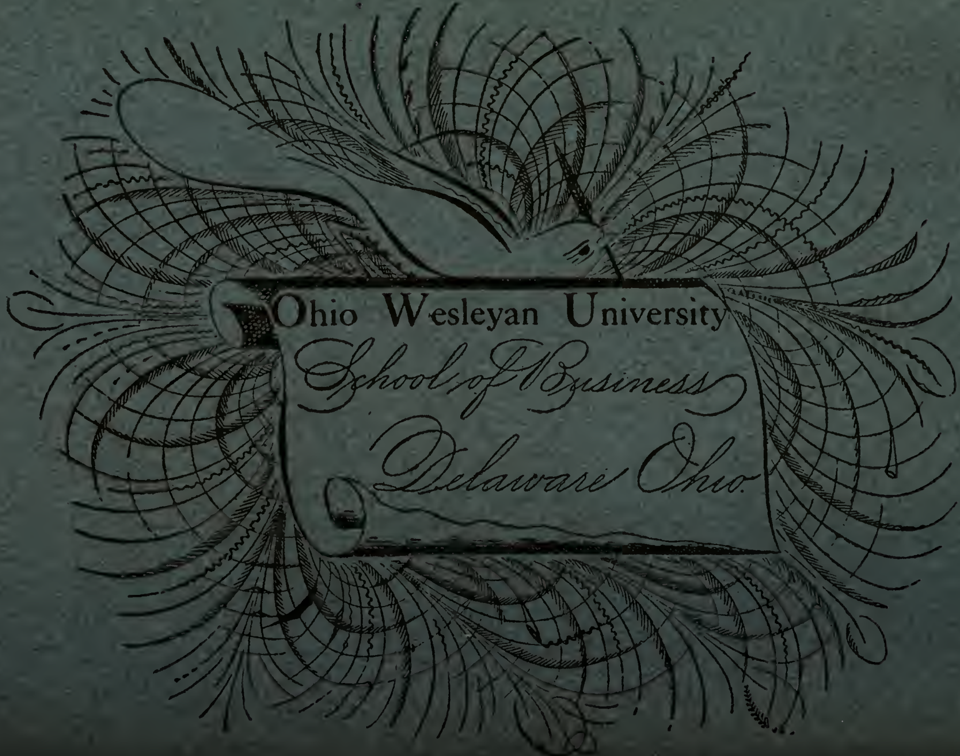
This circular is designed to give an outline of the various courses, and the several branches taught in each, in the School of Business of the University. If the reader, after reading and weighing the facts herein presented, is interested in the subject of a business education, we ask you to further investigate the honesty of our claims. We desire to prove to you that we are deserving of your patronage. Write us for a beautifully illustrated catalogue of the School of Business, which will give you additional information. Also please write for any further particulars not mentioned in this circular or catalogue. Our school is open during the entire year, and we are always ready to cheerfully give any information.

SESSIONS FOR 1908-'09.

The Fall Session will open on Wednesday, Sept. 23, 1908.
The Winter Session on Thursday, January 6, 1909.
The Spring Session on Wednesday, March 31, 1909.
The Summer Session on June 21, 1909.
Address all Communications to the Principal.

L. L. Hudson, M. A.
Delaware, Ohio.

SEND FOR AN ILLUSTRATED CATALOGUE.



Ohio Wesleyan University
School of Business
Delaware Ohio.

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Vol. VIII September 1, 1909. No. 6

OHIO WESLEYAN UNIVERSITY

BULLETIN

School of Business Number

1842

UNIVERSITY OF ILLINOIS
MAR 18 1919
Administrative Library

UNIVERSITY OF ILLINOIS LIBRARY

ISSUED BI-MONTHLY

Entered February 24, 1902, at Delaware, O., as second-class matter,
Under Act of Congress, July 16, 1894

DESCRIPTIVE CIRCULAR

Ohio Wesleyan University
SCHOOL OF BUSINESS

COMMERCIAL DEPARTMENT OF THE OHIO
WESLEYAN UNIVERSITY, DELAWARE, OHIO

BULLETIN

ISSUED BI-MONTHLY

PUBLISHED BY THE UNIVERSITY, DELAWARE, OHIO

1909

ELLIOTT HALL. The quarters of School of the Business occupy two entire stories of this building.

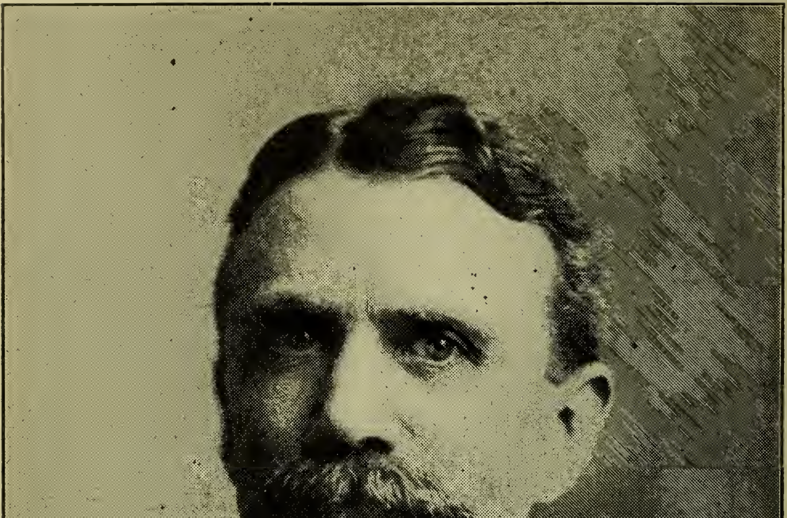
DELAWARE, OHIO.

LONG before the University was dreamed of, Delaware was noted for beauty and for health. The rolling ground, the mild climate and the healing waters made this spot the headquarters for rest and recreation of the Delaware Indians after they had been driven from their eastern home. The first white settlers soon learned that the fame of the sulphur springs rested not on Indian legend, but on established facts. The famous White Sulphur Spring on the College Campus is only one among many of the springs within easy distance. The spring abounds in romantic associations, one of the most interesting of which is the fact that at this spot young Rutherford B. Hayes first met Lucy Webb, the first girl admitted to the college classes.

Delaware, originally known as a watering place, but now far-famed as a college town, has grown to a city of ten thousand inhabitants. It is located twenty-four miles north of Columbus, very near the exact geographical center of the state. Three railroads—two divisions of the Big Four, (Cleveland to Cincinnati, and Springfield to Delaware), the Hocking Valley and the Pennsylvania Line, running to Sandusky, Ohio besides the Columbus, Delaware and Marion, an interurban trolley line—make it easy of access from every direction, while electric cars and lights, the new system of heating buildings and residences by a central hot-water plant, the modern sewer system, shady streets, good schools, churches and beautiful homes make it an almost ideal dwelling place.

WHAT BUSINESS COLLEGE SHALL I ATTEND?

This question is asked by all who are contemplating a course of business instruction. The school chosen is attended but once, hence your selection should be carefully and impartially made. Beware of "cheap tuition rates," and also of schools which offer a reduction should you enter during a certain portion of the year. There is a marked difference between "cheap schools" and low-priced tuition. Do not decide in favor of a school which promises to give you a complete business course in from ten to fourteen weeks. Investigate with great care the reputation of the school, its surroundings, its instructors, its environment, and the success of its graduates. We offer low rates of tuition. The Ohio Wesleyan University, being an endowed institution, is thereby enabled to offer rates which are at least one-half less than those charged by schools which depend upon the tuition collected, for support. The University is enabled to offer a course of business instruction, second to none, in thoroughness and completeness. A careful selection has been made of methods, instructors, and all the modern requirements for giving a business education. Our advantages are superior and our inducements unequaled.



HERBERT WELCH, D. D., LL. D.,
President of Ohio Wesleyan University.

PROPER PREPARATION FOR BUSINESS.

If you desire to thoroughly qualify yourself for business, make it a point to enter a strictly high-grade Commercial School. Select one that possesses all the facilities required for giving the most thorough and practical training.

By the right training, combined with a determination to master the work undertaken, you can become a strong and capable personage in any business circle. These attainments cannot be reached in a day.

The management of the Ohio Wesleyan University School of Business assures all applicants that the various courses of study and training offered are thorough, efficient and practical—given under the untiring vigilance and close observation of the best teachers.

TO AID ALL DESIRING A BUSINESS EDUCATION.

We ask your candid and impartial consideration of the advantages and many inducements offered by the Ohio Wesleyan University School of Business.

The complete course in all business branches, the ability and wide experience of our corps of teachers, our large halls, well ventilated and lighted, make this school the most desirable place to prepare for the active duties of a successful business life.

Feeling thankful for past favors, and soliciting due consideration of our merit on the part of future patrons, we ask for further confidence and support.

ADVANTAGES OF THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

Free access to all modern improvements of the University provided for the convenience and comfort of its pupils.

Low rates of tuition. High grade of instruction.

Privileges of the University Library, Gymnasium, and all college equipments.

A thorough, competent, experienced and live corps of instructors.

Modern methods and the use of the latest text-books on all commercial branches.

The most complete and practical course of training in the shortest time possible.

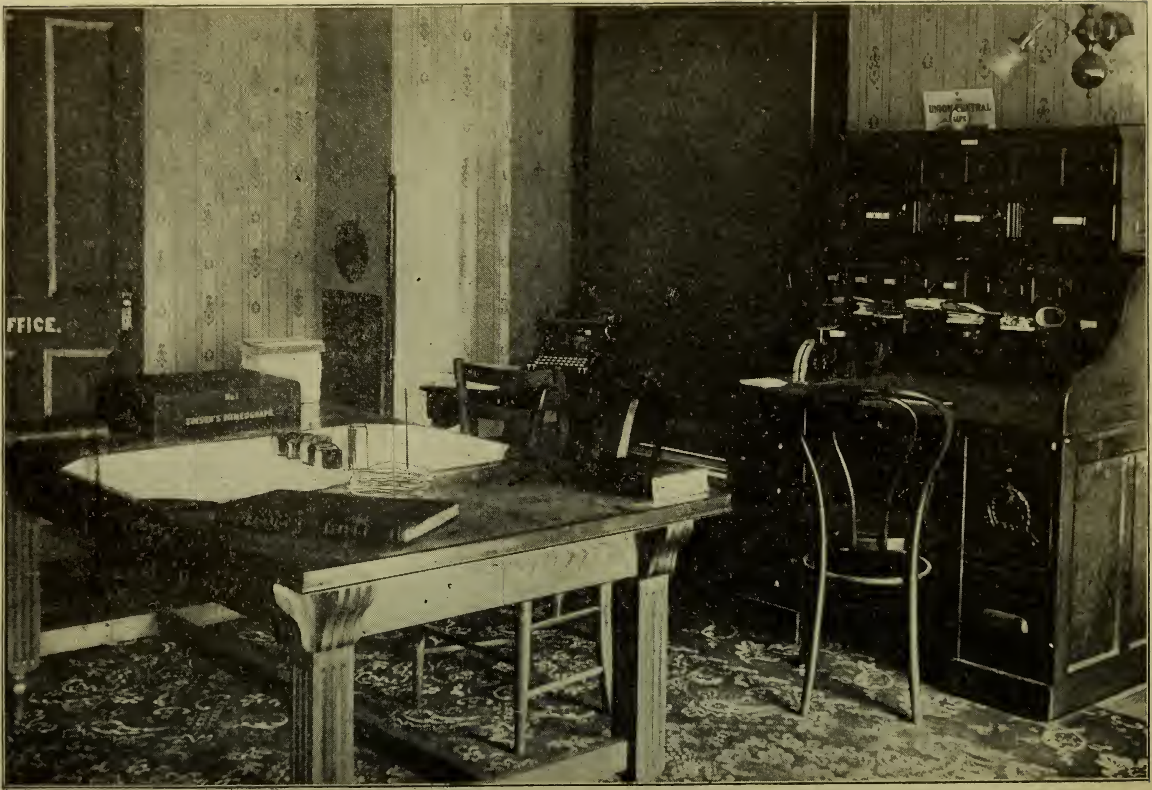
A business course under the privileges and environment of a great University.

Methods of instruction which are modern and practical.

A School of Business equipped for the rapid progress of its students.

Thoroughness and completeness of the several courses.

Our instructors are equipped with years of preparation and experience—each is an expert.


FFICE.
UNION CENTRAL

OFFICE OF THE PRINCIPAL, OF THE SCHOOL OF BUSINESS.

Graduates of this School carry with them a prestige much superior to the common business colleges.

Every pupil completing Courses I and II last year is now holding a good lucrative position.

UNIVERSITY GYMNASIUM—The Finest College Gymnasium in the State.

COURSES OF STUDY.

In order that a better idea may be obtained as to the completeness of the courses, we append the following courses and a list of studies in each:

I. BUSINESS COURSE.

Theoretical.

Bookkeeping, single and double entry, Business Penmanship, Business and Legal Forms, General Correspondence, Commercial Law, Commercial Arithmetic, Rapid Calculations.

Practical.

Actual Business Practice and Office Work, Wholesaling, Retailing, Business Papers, Commission, Joint Stock Companies, Manufacturing, Banking, Spelling.

II. SHORTHAND AND TYPEWRITING COURSE.

The Eclectic System of Shorthand, Typewriting on Smith Premier and Remington machines, Mimeograph Practice, Touch System of Typewriting, Office Training, Business Correspondence, Dictation, Spelling, Office Practice.

III. ORNAMENTAL PENMANSHIP, ENGROSSING, AND LETTERING COURSE

Ornamental Penmanship, Flourished Birds and Animals, Flourished Capitals, Scrolls, Plain Business Writing, Combination Capitals, Italics, Engrossing and all kinds of lettering, Theory of Teaching Penmanship.

IV. ADVERTISING COURSE.

A complete course in Theoretical and Practical Advertising, embracing Newspaper, Magazine, Catalogue, Circular Letter and all modern forms of Advertising.

V. ENGLISH COURSE.

[Academic Department.]

Grammar, Arithmetic, Rhetoric, Composition, History, English, Literature, Algebra, Geometry.

VI. COMMERCIAL GEOGRAPHY.

Redway's Text, with General History of Commerce, by Webster, as reference work.

Consult Tuition Rates for the above Courses on Pages 22 and 23.

Send for an Illustrated Catalogue of the School of Business, giving full information. It is free for the asking.

SECTIONAL VIEW OF BOOKKEEPING DEPARTMENT—Only one of the two college banks is shown.

DEPARTMENT OF

Bookkeeping

BANKING AND ACTUAL BUSINESS PRACTICE.

BRIEF OUTLINE OF THE COURSE.

It is scarcely necessary to follow in detail, the method of instruction in the Bookkeeping Department. It is sufficient to say that from the beginning to the end, the point aimed at is to lay a deep foundation of the science, and to build thereon the complete structure. A happy combination of both individual and class instruction is given. From first to last, the principles are taught, in every variety of form, with their application to enterprises of various kinds. The first foundation of the science is laid by means of blackboard illustrations. We have found, after over twenty-five years' experience, that better results are attained, in at least one-half less time, than can be accomplished by any other method.

Pupils have constant drill in journalizing and giving in their own language, their understanding of the principles relating to accounts.

After being thoroughly drilled in the theoretical principles, pupils are then placed in business for themselves, and make their transactions with each other in the buying and selling of merchandise and the exchanging of values—prices of the same being changed daily. All kinds of business are represented (by a complete set of books conducted and properly closed with a statement of results), consisting of modern enterprises of all sorts, such as lumber and coal business, retail grocery, farming implements, commission business, corporation set, banking, insurance business, etc., etc. The students are regularly graded and promoted according to their attainments. Each pupil is required to pass a satisfactory examination at stated periods of the course.

ACTUAL BUSINESS.

It is true that there are many temptations offered to prospective pupils by overestimating the results which can be attained by what is called "actual business" in common business colleges. It is impossible for any school of business to present a genuine actual business course.

It is true that miniature bales, boxes and samples of merchandise may be handled by students in their practice, yet no railroads or steamboats are actually engaged in conveying the goods bought and sold.

Greater or less importance may be placed upon this method of teaching a business course, yet we must all remember that in large business enterprises and manufacturing establishments the corps of bookkeepers employed to keep a record of the business done, do not even see the goods or products, let alone handling them. The bookkeeper's office is often either located many squares away from the manufacturing establishment, or several stories distant from the place where the business is transacted. While it is true that every effort to bring actual work into business training must result in good, yet it is possible to perpetrate a great deal of clap-trap through them, by the exhibition of first-class carpenter and glazier work in the erection of business offices, insurance offices, banks, and other purely mechanical resemblance of the actual thing. Many cheap and inferior business colleges make such a display their chief source of advertising. However, a vast importance depends upon the competency to present the principles and to represent the real work. Each requisite can be met where cultivated brains and honesty are combined. The clinic of the medical school and the moot court of the law school establish this. At stated periods of the course new and carefully studied exercises are, from time to time, introduced, which enable pupils to understand and master the science in a satisfactory manner.

O. W. U. ASTRONOMICAL OBSERVATORY.

COMMERCIAL LAW.

The study of Commercial Law has always been considered a very important branch in business training. The thorough and practical work done by the School of Business, including the competency and thoroughness of instruction, presents advantages which are unexcelled.

We regard Commercial Law as one of the most important and practical studies of a business course, and if it is pursued with thoroughness and fidelity in connection with other business studies, a pupil is equipped for the needs of every-day business life; he is also fitted to know his own rights, and rendered capable of avoiding injurious mistakes. It is difficult to find a more valuable study for an individual who is qualifying himself for the correct transaction of business.

We have adopted a very excellent text-book and all "Business Course;" pupils pursue the study under the guidance and criticisms of a good instructor. The Hon. H. W. Crist, A. B., one of the leading attorneys of the Delaware County Bar, and Representative of Delaware county in the Ohio State Legislature, is the instructor of this practical branch of a business education. His thorough knowledge of law and his successful experience as an instructor need no commendation.

The main subjects pursued in the course of Commercial Law are Negotiable Paper, Agency, Guaranty, Warranty, Sales, Lien, Partnership, Insurance, Contracts, etc., etc. These are a few of the essential topics for every business man to know.

COMMERCIAL ARITHMETIC.

Calculation may be said to be the mainspring of business, and while the proper exercise of it leads to success, the want of it invariably leads to failure. There is no branch of learning which affords better discipline in the development of good reasoning power than mathematics.

Every occupation of life requires the knowledge of figures. Especially is this true with business men with whom correctness and rapidity are wholly indispensable.

All students in Arithmetic, in order that they may attain the highest excellence, have their work so arranged that every one receives thorough instruction in rapid calculation. Pupils are given, from time to time, the most thorough methods of rapid calculation pertaining to business transactions, such as Banking, Percentage, Trade Discount, Interest and Averaging Accounts. The course includes thorough drills in Stocks, Bonds, Exchange, Loss and Gain, Partial Payments, Equation of Payments, and all branches which may be of use in any business office.

DEPARTMENT OF SHORTHAND AND TYPEWRITING.

THE SYSTEM WE TEACH AND HOW WE TEACH IT.

THE SYSTEM.

After years of experience in business college work, we would be foolish indeed to teach anything but the best system of Shorthand, one that will give students a practical working knowledge of the art in the shortest possible time, and that is also capable of the very highest speed. If a shorthand system is hard to read or to write, it of course requires a longer time to learn it, and if it is either so difficult or so long that it cannot be written rapidly, it does not fulfill the requirements of the BEST system, which must be EASY TO LEARN, AND CAPABLE OF BEING WRITTEN AT THE MOST RAPID RATE OF SPEED.

All of the "old style" systems (Pitmanic) are hard to learn. Not even their own writers deny this. ECLECTIC SHORTHAND is the ONLY easy system that can be written rapidly. There may be others as easily learned, but their characters are so unnatural and their outlines so long that it is impossible to do difficult work with them.

ECLECTIC SHORTHAND.

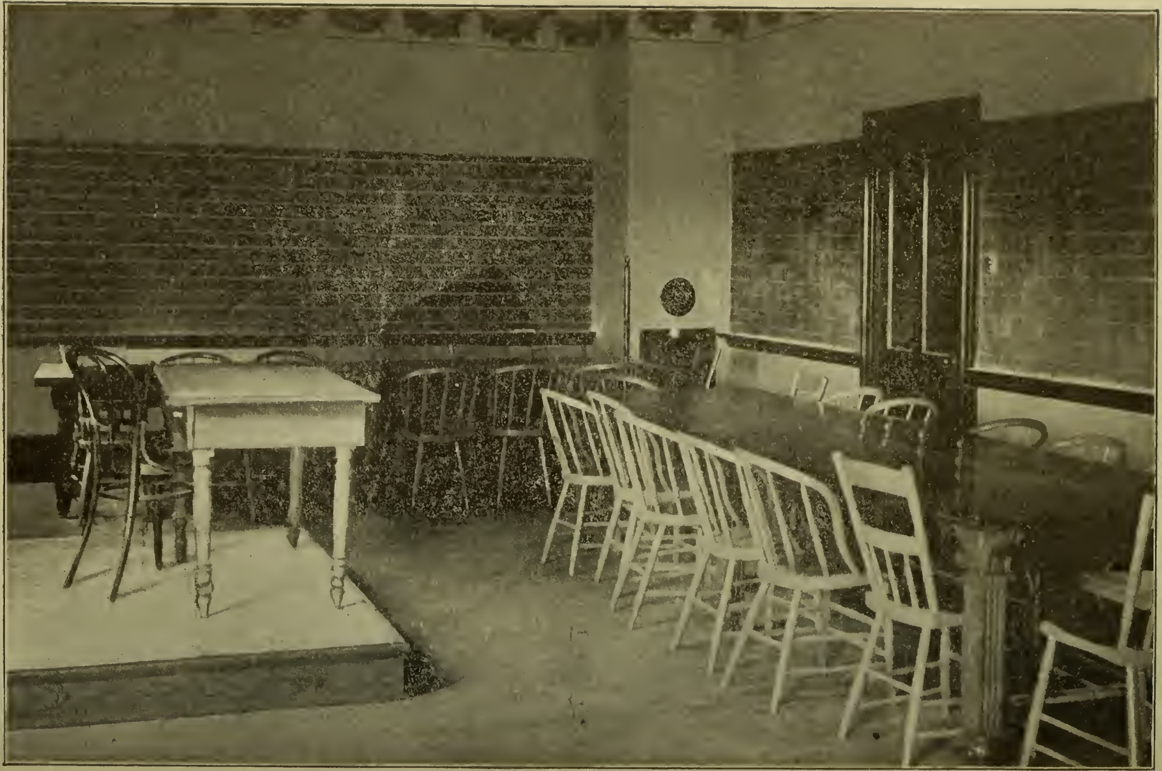
Plainest. More of the sounds of a word are expressed than in any other system.

Easiest. There are no word signs or exceptions to rules, and sounds are expressed in their natural order.

Fastest. The strokes are natural and light, and based on the longhand alphabet. No perpendicular or backward strokes in the alphabet.

THE METHOD.

The Ohio Wesleyan University School of Business is up-to-date in Shorthand instruction, as in everything else. Ours is the first school in Ohio to adopt the new Loose Leaf system of lessons in Eclectic Shorthand. The loose leaf systems have revolutionized modern business methods. Our lessons in Shorthand are the only ones based on this system, and are far in advance of all others. These new lessons are the result of years of practical experience in writing and teaching Shorthand. Every one is simple, easy and logical, and the course is so arranged that the student is always interested. Sentences are written in the first lesson, and the eighth lesson begins a story written in Shorthand—not long, cumbersome outlines, but the shortest and most perfect of which the Eclectic system is capable. Nothing is given the student to write or to read except that which has been covered by principles previously presented. Therefore, the student can always read and write correctly. There is no guess work about it.



SECTIONAL VIEW OF THE SHORTHAND RECITATION ROOM.

Engraved illustrations appear in the first lessons of the course, giving the student the benefit of perfect forms at the time he most needs them—in the beginning. The student's work is correct, because he has correct illustrations—the kind that enable him to see the differences that would not otherwise be apparent. In the latter part of the course the illustrations are photographic reproductions of notes written at a rapid rate of speed. In this way we combine both the theoretical and the practical in the most perfect way, and every student obtains a working knowledge of Shorthand not possible with any other system.

This Department of the School of Business is conducted on a strict plan of thoroughness and completeness in all of its appointments. In the past it has accommodated a large number of students, giving them modern comforts and conveniences, and many of them are now occupying positions of trust and responsibility. The instructor, Miss Estella M. Hutchisson, A. B., is an expert reporter, a teacher of eight years' experience, and a practical writer of shorthand. Miss Hutchisson has completed a private course of instruction with the author of Eclectic Shorthand, Prof. Geo. Cross, M. A.

Pupils under her instruction are permitted to learn the art from a reliable and practical source, not only in the skill of presenting the principles of the art, as a shorthand writer, but also as an accomplished teacher. The best evidence of her superior instruction is to be found in the success of her graduates, which places this department as a leader—not an imitator—in this important branch of business education. Our work, in fact, gives us the leading place as to strength and efficiency which can only come from the adoption of the latest and most practical methods.

Our system of training is the best for all who desire to become first-class amanuenses and reporters. Pupils receive personal instruction, combined with class and blackboard exercises. Principles are first learned, and pupils become well acquainted with them, after which all their energies are bent toward attaining speed. At all times we made a specialty of speed in class drills by which means students are enabled to reach a high state of proficiency. A few weeks before graduation all students are given an opportunity for practical work in the Principal's office.

SPECIAL FEATURES OF THE DEPARTMENT OF SHORTHAND.

Please note the following points in favor of our Shorthand Department:

We have adopted the most modern, practical and, in every respect, the best system of Shorthand.

A Department equipped for the most rapid and substantial progress of its students.

Graduates carry with them a prestige in a business community which is worth many times the cost of the course.

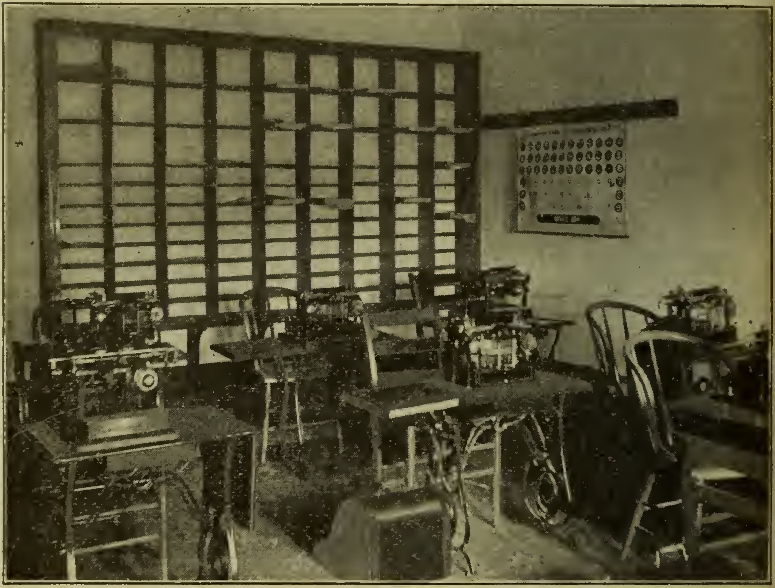
Pupils are required to read their notes immediately after writing them, and to transcribe them accurately.

A course is given in the shortest time possible consistent with the highest grade of skill.

Our graduates secure and maintain the best positions.

Actual practice given to advanced students in the Principal's office a few weeks prior to graduation.

Actual business practice and training in the use of the Mimeograph, Copying Press, etc.



A CORNER OF THE TYPEWRITING ROOM.

TYPEWRITING

Typewriting is very rapidly increasing in popularity, and successful shorthand writers must be expert operators on the typewriter. In fact, it is very desirable that every young person who expects to do office work should have a practical knowledge of typewriting, and be enabled to successfully operate any of the leading machines. A large majority of business offices are introducing typewriters, and are combining the two arts of Shorthand and Typewriting in one position. Many of our pupils take a complete course in Typewriting in connection with the Business Course, (Course I).

Students in the Shorthand Department are given ample opportunity to become good writers on two of the leading machines now in use. A few students make a specialty of typewriting alone, while all shorthand pupils receive such instruction and practice as will enable them to become expert writers, capable of producing transcripts of all kinds, including mimeograph, circular letters and all documents, in a pleasing and attractive form.

TOUCH-WRITING.

With the increasing popularity of the typewriter we find the public becoming more and more critical in their demands for perfect work, hence we drill our pupils thoroughly in the production of results which are absolutely correct, and make them realize that errors cannot be tolerated. Special attention is given to Touch Writing by the leading systems.

SALARIES OF SHORTHAND WRITERS.

An amanuensis receives better pay than any other clerical worker. Specialists in this art, such as court reporters, secretaries of officials, often receive salaries ranging from $1,000.00 to $2,000.00 per year. Shorthand writers in many of the Federal offices receive even higher salaries. Shorthand writers with ordinary speed have no trouble in getting from $600.00 to $1,000.00 per year. Monthly salaries ranging from $40.00 to $90.00 are the wages for shorthand writers who are not able to write over 125 words per minute, and accurately transcribe their notes by means of a typewriter, into correct and elegant print. Such are fitted to the needs of the large mercantile houses, insurance and railroad offices or the private work of a secretary or manager.

The Civil Service Commissioners have standing offers for well qualified amanuenses or assistants in the various departments of the United States Government offices, who are capable of writing 100 words per minute, and transcribing the same correctly, at salaries ranging from $700.00 to $1,500.00 per year. In fact, there is scarcely any limit to promotion in this fascinating art.

The salary attained by beginners depends much upon their success at the beginning. If fair ability is shown, an advanced salary is usually soon offered for such services. If inferior ability is shown, there is scarcely any demand, even in the low salaried positions.

It is the purpose of the Shorthand Department of this School to give pupils such a complete and practical training that they will attain at least, the ordinary grade of positions, on accepting their first position.

SECTIONAL VIEW OF PENMANSHIP DEPARTMENT, ONLY ONE-FOURTH OF FLOOR SPACE SHOWN.

DEPARTMENT OF
Penmanship

In order that commercial students may be thoroughly qualified for a successful business career, they should command the ability to write a plain, rapid, legible hand. This part of a business course is an accomplishment attained only by a small percentage of business college graduates, notwithstanding the fact that it is one of the most valuable accomplishments in any vocation in life.

The School of Business places the highest estimate upon its course of business penmanship, and has provided such instruction as will give as complete a course in business penmanship as is offered in schools which make a specialty of this branch. Only skillful and practical penmen are employed. The Principal of the Department is an instructor of several years' experience and the skill which he has attained in ornamental penmanship ranks with the best penmen of the day.

Through the instruction given in this sub-department, that cramped and stiff position and movement, which is so common with the average pupil, is entirely eradicated, and quick, rapid, legible movements given in its place. We have never countenanced "vertical" writing. It is a fad—now in its dotage.

Under such improved instruction, class work in penmanship becomes more of a pleasure than a task. Pupils are instructed to pass quickly from one movement to another of a different kind, dictated by the instructor. In this manner, confidence and skill are rapidly given to all pupils. Penmanship, when properly taught, can be made an intellectual exercise which is beneficial to all. Through certain movements and intricate forms, the brain is required to exercise its functions in the same degree as the mental efforts required in the study of different sciences.

Notwithstanding all this, we will admit that some pupils naturally adapt themselves to the art of penmanship, and become what is sometimes called "natural penmen," yet we affirm this statement, "None are so dull and awkward but they may acquire the abiilty to produce legible writing in a short period of time, providing they make it a study, guided by systematic daily drill."

Methods which are natural and scientific are employed, and the most practical results are obtained by daily instruction and drill. These methods are based upon the latest, most practical and effective combinations of movement exercises, leading to the production of perfect forms. Easy movements are adopted which give the pupil free and rapid motion of hand and arm, while special attention is given to position and muscular exercises which will produce the best results. As the student advances, (if ornamental penmanship is desired), more difficult combinations are taught, and the pupil is finally merged into an ornamental penman. The more freedom attained in the rapidity of movement, the more the student is enabled to produce perfect and legible forms. Pupils who only desire a business handwriting are greatly benefitted by taking the ornamental course of penmanship.

BUSINESS PENMANSHIP.

All penmanship pupils are taught to write a plain hand; afterwards, if it is desired, they begin the ornamental course. In the Business Penmanship Course, we avoid all the superfluous lines commonly called flourishes, and demand from every pupil a style which possesses individuality, neatness and legibility. These attainments are acquired by giving special attention to position, form and movement.

Each full course pupil is required to spend at least one hour each day in the study and practice of penmanship, in the regular penmanship classes. He is requested to devote as much time as possible to private practice at odd hours of the day. The results obtained by these methods are very satisfactory to the most scrupulous critics of the art. A legible, rapid business hand always possesses a commercial value of its own; therefore we place upon business writing the stamp of importance which it requires.

Young men applying for a position are often enabled to secure lucrative places by reason of their plain business writing. An applicant with this attainment invariably receives the preference even when he appears to be unequal to other competitors, in many ways. Writing is usually accepted as an index to educational attainments. All young persons, and anyone with this attainment demands marked attention, and an impression is given which has an important bearing in the final selection of a clerk, secretary, bookkeeper, or office assistant.

DEPARTMENT OF ADVERTISING.

During the past few years there has risen an urgent demand from both business men and pupils for a Course in Advertising. Twentieth century business methods require a general knowledge of this art. No business can be thoroughly and rapidly developed without the publicity obtained from systematic and judicious advertising.

Business Schools and Business College managers are rapidly recognizing the importance of providing instruction for their pupils in the art of advertising. In order to meet these demands, the University engaged the services of Mr. George Clausing, who, at considerable expense, time and study during several years, has prepared himself to give a course of modern instruction in this art. He has completed a course from one of the leading schools of advertising in Chicago.

Courses in advertising are usually given by correspondence, which, to say the least, is a very unsatisfactory way of pursuing courses of any kind of instruction.

All pupils of the School of Business who are anxious to know more about advertising, now have a privilege of taking a course at a nominal expense, in connection with either of the regular courses offered.

A good writer of advertisements is an artist of peculiar merit, and able to command a high salary. He must have a liberal education. He must have a knowledge of business and men. He must be a good judge of human nature. Leading dry goods and clothing merchants in the east and middle west pay salaries ranging from $1,800 to $10,000 per year to men who devote their entire time and attention to the daily advertising. An ordinary bookkeeper or stenographer can often render invaluable aid to his employer by being able to assist in composing advertisements. Advertising is closely affiliated with all business pursuits.

Mr. Clausing, with his years of experience as a traveling representative of several leading manufacturing establishments of the central west, is amply equipped for imparting instruction leading to a thorough knowledge of this art. Our lessons encompass the best ideas of a large corps of successful advertisers, and the student who masters them will have an excellent idea of what constitutes a good advertisement.

ENGLISH COURSE.

Among the many advantages offered in the School of Business is the opportunity afforded to all pupils, who are deficient in the proper use of English, to make a thorough study of the same.

Many applications for enrollment in business colleges are found deficient in English branches. All pupils found wanting in this respect are advised to take one or more English studies, in connection with the courses selected in the School of Business. The aim of the Department is to give frequent and effective drills in all English branches, during daily work in all branches.

Regular pupils in the School of Business, or other Departments of the University, who desire to take one or more studies in the Academic Department, or the College of Liberal Arts, have the privilege of taking such studies by the payment of the following fees: the price per term hour is $1.25; that is if a branch should be taken which is offered three hours per week; the cost of this branch for a term of twelve weeks to a student in the School of Business would be $3.75. If a branch should be given five hours per week, the cost for a term of twelve weeks would be $6.25.

A number of our pupils last year took work in other Departments of the University, in addition to the work pursued in the School of Business. THIS ONE GREAT ADVANTAGE WHICH WE OFFER ABOVE ORDINARY BUSINESS COLLEGES IN CITIES.

COURSES AND TUITION RATES.

(PAYABLE IN ADVANCE)

I. BUSINESS COURSE.

The Business Course embraces Bookkeeping (Single and Double Entry), Banking, Business Practice, Business Penmanship, Commercial Law and Commercial Arithmetic.

Tuition for a nine months' scholarship	$30 00

SINGLE STUDIES IN BUSINESS COURSE.

Bookkeeping, one college term, with privilege of daily lesson in Penmanship.	$18 00
Bookkeeping (complete) with one daily lesson in Business Penmanship	23 00
Business Penmanship, ono college term, five hours per week	5 00
Business Penmanship, one college term, ten hours per week	8 00
Commercial Law, one college term (12 weeks)	4 00
Commercial Arithmetic, one college term, 12 weeks	3 00
Bookkeeping or Banking, per week	2 00
Business Penmanship (1 daily lessons) per week	75
Commercial Law (3 lessons) per week	50
Commercial Arithmetic [2 lessons] per week.	50

II. SHORTHAND AND TYPEWRITING COURSE.

This course embraces Shorthand [Eclectic], Correspondence, Dictation and Typewriting, and Touch System of Typewriting, including use of machine and mimeograph practice.

Tuition for a nine months' scholarship	$25 00

SINGLE STUDIES IN SHORTHAND AND TYPEWRITING.

Shorthand, one college term [12 weeks]	$12 00
Shorthand, next succeeding college term	10 00
Shorthand per week [daily lesson]	1 50
Typewriting and Correspondence, complete course	10 00
Typewriting and Correspondence, one college term	7 09
Typewriting and Correspondence, next succeeding term	5 00
Typewriting and Correspondence [daily lesson] per week	1 25

III. ORNAMENTAL PENMANSHIP AND LETTERING.

This course embraces Plain and Ornamental Penmanship, Business Writing, Flourished Capitals, Combination Capitals, Italics, Scrolls, Flourished Birds and Animals Engrossing and all Fancy Lettering.

Tuition for a nine months' scholarship	$20 00
Tuition for one term [12 weeks]	8 00

SINGLE STUDIES IN COURSE III

Business [Plain] Penmanship, complete	$10 00
Plain and Ornamental Penmanship complete.	15 00
Engrossing and Lettering, complete	5 00

IV. ADVERTISING COURSE.

This course embraces a full and complete drill in the theory and practice of advertising.

Tuition for a complete course scholarship	$10 00

V. ENGLISH COURSE.

Each Branch per term hour	$1 25

VI. COMMERCIAL GEOGRAPHY COURSE.

Tuition for complete course scholarship	$4 00

COMBINATION OF COURSES.

Courses I and II [when taken at the same time] 9 months' scholarship	$40 00
Course I, including a complete course in Typewriting, 9 months' scholarship	35 00
Courses I, II and VI [taken at the same time] 9 months' scholarship	44 00
Courses II and III [taken at the same time] 9 months scholarship	35 00
Courses II and IV [taken at the same time] 9 months' scholarship	30 00
Courses II, IV and VI [taken at the same time] 9 months' scholarship	34 00
Courses I and IV [taken at the same time] 9 months' scholarship	35 00
Courses I, IV and VI [taken at the same time] 9 months' scholarship	39 00
Courses I, II and III [taken at the same time] 9 months' scholarship	50 00
Courses I, II, III, IV and VI [taken at the same time] 9 months' scholarship	59 00
Courses I, II and IV [taken at the same time] 9 months' scholarship	45 00
Courses I, II, IV and VI [taken at the same time] 9 months' scholarship	50 00
Courses I, II, III and IV [taken at the same time] 9 months scholarship	55 00
Courses I, II, III and VI [taken at the same time] 9 months' scholarship	55 00
Course IV including a complete course in Typewriting, scholarship	18 00

Either one, all, or any combination of the above Courses may be taken by a pupil. The majority of pupils enroll for Courses I and II, of the Combination Courses. We consider this combination a complete "Business" Course.

SPECIAL WORK.

Business [Plain] Penmanship, thirty lessons	$3 00
Ornamental Penmanship, thirty lessons	4 00
Typewriting, one month [1 hour daily lesson]	3 00
English Branches, each per term hour	1 25

The tuition is the only expense attached to the Department in addition to books and supplies, which are furnished at reasonable rates, at the Department office. A gymnasium fee of $1.00 per term is to be paid by all male students.

No matriculation, incidental or College Scholarship fee is charged pupils taking the Commercial Course only.

SEND FOR AN ILLUSTRATED CATALOGUE OF THE SCHOOL OF BUSINESS

MAIN ENTRANCE TO COLLEGE CAMPUS.

UNIVERSITY HALL, AND GRAY CHAPEL.

WHAT IT COSTS A YOUNG MAN

AT THE

Ohio Wesleyan University School of Business

BOARD AND ROOM RENT.—The price for table board in clubs or private families ranges from $2.50 to $3.50 per week. The majority of the young men board in clubs at from $2.50 to $3.00 per week. Some students board themselves at prices ranging from $1.50 to $2.00 per week. The price of a room for two persons varies from 60 cents to $1.25 per week each; for one person, from 75 cents to $1.75; the higher figures for room rent in each case include heat and light.

The cost of books and supplies varies from $11.00 to $15.00; of concerts, lectures, &c., from $3.00 to $6.00; of dues to literary societies, class organizations and of subscriptions to Christian Associations, athletics, the church and missions, etc., from $2.00 to $8.00 per year. The cost of books and supplies is the only required expense listed in this paragraph.

GYMNASIUM AND MILITARY.

The gymnasium fee is $1.00 per term. There is no fee for military instruction, but students on entering this Department are required to procure a military suit. These suits can be bought in Delaware at from $12.00 to $16.00. The low price is due to the fact that the young men secure a wholesale rate. The suits are very neat, and many of the students wear them to all their classes.

TOTAL COST OF COURSE I, AND COURSES I AND II.

Tabulating the various items, and not including traveling expenses, or clothing, we have the following estimate of necessary expenses for Course I, and for Courses I and II. The average time for completing Course I in twenty-three weeks. and the average time for completing Courses I and II is thirty-two weeks.

	Course I	Courses I and II
Scholarship	$30 00	$40 00
Board, at $2.50 per week	57 50	77 75
Room rent, at 75c. per week	17 50	22 50
Fuel and Light	5 00	7 50
Laundry	4 00	6 00
Books, Stationary and Supplies	11 00	15 00
Concerts, Lectures, etc.	3 00	3 00
Sundry Items	5 00	5 00
	$133 00	$176 75

By consulting the foregoing figures, you will notice that board is estimated at $2.25 per week, and room rent at 75c. per week. Cheaper board and room may be secured. Several young men during the past college year spent, on an average, only $97.00 in six months for Courses I and II. There are other young men in the University, as there have been ever since the founding of the college, who, by strict economy and self-denial, are bringing their expenses under $100.00 for the entire college year. On the other hand, there are a few young men who, by living generously, and going into society, are spending at least $400.00 per year in what they, and perhaps their parents, regard as legitimate expenses.

WAYS OF EARNING MONEY.—The ways of earning money in a college town are as numerous and varied as the wit of young people can devise. Many, who depend upon their own efforts for an education, earn their funds largely during vacations, or by dropping out of college for a year or two of teaching or of business, before the completion of their courses. The occupations for earning money during the term include casual work of every kind, such as waiting upon tables at clubs and boarding houses, caring for lawns, houses, stables, walks, furnaces, etc., washing windows, beating carpets, doing janitor work, bell-ringing, pumping pipe organs, carpentry work, serving as agents for laundries, canvassing for books, novelties and other articles, soliciting insurance, orders for clothing, etc., clerking, collecting, typewriting, stenography and bookkeeping, printing, book-binding, photography, organizing clubs for table board, corresponding for newspapers, coaching and tutoring.

LOANS.—Loans from the Board of Education of the Methodist Episcopal Church, sufficient to cover Scholarship and Incidental fees, may be secured by a needy student upon recommendation of the official board of the church to which he belongs and the Faculty of the University.

ADVANTAGES OF A COLLEGE EDUCATION.—Summing up the external advantages of a college education, a careful comparison of the number of men, and of the number of college men who have made notable achievements, with the total number winning greatness shows that a college education increases a young American's possibilities of winning influence as an author, teacher, preacher, business man, statesman, inventor, reformer, more than four hundred fold. But these are mere external gains. Education, as the word implies, means the development of all one's powers. Christian education aims at character as well as scholarship. It enlarges one's life infinitely. It helps us to realize our possibilities as sons and daughters of the Most High, and fits us for the noblest service of our families, our country, and our God.

COMPARING THE COST OF VARIOUS COLLEGES.—In estimating colleges, remember that the lowest priced education, like low-priced land is never the best, and is seldom the cheapest. The chief expense in an education is the cost of your living and the value of your time. Can you afford to spend the priceless years of youth in an institution offering you few advantages, for the sake of saving fifteen or twenty-five dollars a year expense? The Ohio Wesleyan University has a plant, consisting of buildings, grounds, libraries, laboratories, etc., costing over $950,000, for the use of students; and an endowment of over $1,000,000, whose income is used in paying teachers for the instruction of our young people. In a word, the University received last year in all fees from students $26,546, and she spent in current expenses for the good of all, $78,121. Thus she spent substantially three times as much for her students as she received from them, in addition to furnishing a plant worth $950,000 for their use.

The Ohio Wesleyan University cannot offer the advantages for post-graduate work, save in medicine, furnished by more largely endowed institutions. But the rank our graduates take in professional schools and the testimony of eastern professors proves that in collegiate work our students reach a higher average in scholarship than do the graduates of eastern colleges.

EXPENSES FOR YOUNG WOMEN.

A statement of estimated expenses for young women will be sent on application by addressing Professor C. B. Austin, D. D., Dean of Monnett Hall, Delaware, Ohio.

Ladies desiring to take a Commercial Course, making application for accommodations at Monnett Hall after all rooms are engaged, will be furnished rooms at private residences.

MONNETT HALL PORCH.

L. L. HUDSON, Principal.

REASONS WHY YOU SHOULD TAKE A COURSE IN THE OHIO WESLEYAN UNIVERSITY SCHOOL OF BUSINESS.

1. The Ohio Wesleyan University School of Business is a well organized Commercial Department, adapted to all modern requirements. The apartments are large, furniture new, teachers able and practical. Tuition rates are the lowest. Modern methods are taught. University advantages.

2. A business education pays the best of any, because it is practical.

3. A commercial training is useful to the farmer, physician, lawyer, minister, teacher and all professions.

4. A business course stimulates energy and self-reliance, and is a good start to young men on a sure road to success.

5. A knowledge of the forms of drafts, notes, checks, and the laws governing such papers, may, in the future, save you, in a single transaction, ten times the price of the tuition for a complete course.

6. "Ignorance of the law," excuses no one. How about YOUR ignorance of business and its methods?

7. Our forefathers believed that all the boys should learn a trade. A business course is a trade, and will assist every individual to succeed in the world.

8. James A. Garfield once said: "Business colleges furnish graduates with a better education for practical purposes than Princeton, Harvard or Yale." This statement is worthy of careful consideration.

TESTIMONIALS

In the report submitted by the Board of Visitors and Examiners of the Ohio Wesleyan University for 1908, to the Board of Trustees, at their annual session in June of that year, we find the following paragraph, relative to the School of Business:

"In Elliott Hall we were also impressed with the SUPERIOR ADVANTAGES OFFERED BY THE BUSINESS DEPARTMENT OF THE UNIVERSITY, under the management of Prof. L. L. Hudson. THE AVERAGE BUSINESS COLLEGE HAS NO SUCH QUICKENING AND STIMULATING ENVIRONMENT AS IS FOUND IN THE HALLS OF A GREAT UNIVERSITY. More than this, the Department itself is well manned and thoroughly equipped. The friends of the University should assist in making this fact more generally known."

AN UNSOLICITED TESTIMONIAL FROM A RECENT GRADUATE.

War Department, Bureau of Insular Affairs,
Washington, August 14, 1907.

Prof. L. L. Hudson, Commercial Department, Ohio Wesleyan University, Delaware, Ohio:

Dear Sir:—It is with pleasure I write to inform you of my success in securing a good government position, due entirely to the good training received in the Commercial Department of the O. W. U.

I took the civil service examination for Stenographer and Typewriter in April, was notified of my grade June 9th, and received appointment June 29th in the Bureau of Insular Affairs at an entrance salary of $900 per year.

You will remember I was only a student during one term, from Sept. 20th until Dec. 20th, 1906, which speaks for itself in behalf of the thoroughness of your school.

Wishing to thank you for this training, which is responsible for my position, I am, Very Truly Yours,

CHAS. F. WILSON.

A POINTED EDITORIAL.

The following editorial concerning the Commercial Department of the University, was clipped last month from one of the leading county newspapers of Central Ohio:

> "This School of Business is not to be compared to the many mushroom Business Colleges which have lately sprung up all over the county for the sole purpose, it seems, to obtain the tuition from pupils without doing them any special good. A good, substantial Business College is a good thing for any young man or woman who desires to fit themselves to earn an honorable livelihood, but the 'Cheap John' ones are a detriment, for as soon as the

pupil realizes that he has been the victim of dishonest and unscrupulous instructors, it causes him to lose confidence in his work, and he becomes discouraged in his endeavor to get a good business education."

A Few Reflections

OPPORTUNITIES

There are many opportunities in this age of commercialism for the ambitious young man or woman to obtain some of the luscious fruits of earnest well-directed endeavor. Many are satisfied with the plums of life which grow on the lower branches, unmindful of neglectful of the larger and richer fruitage which lies in the very top of the tree. Practical education in commercial subjects is a needful qualification in climbing the ladder of life to its very apex, where honor, fame and wealth may always be found. If you are a good penman and know how to keep a set of account books, if you are familiar with business methods and practice, and know how to use all forms of business papers, if you can write shorthand and operate the typewriter, you have the foundation laid for a successful career. With these qualifications you may enter almost any field of endeavor with your chance of success doubly enhanced. We can give you in a most complete and satisfactory manner, this training. A few months of earnest work on your part in our Commercial Department will place you in position to obtain and enjoy the richest fruits of life. Be ready for the call which comes from the business world for trained young minds to occupy lucrative positions of trust, responsibility and honor.

A GROWING DEMAND FOR YOUR SERVICES

Read the want columns of the metropolitan daily press, and you will be surprised at the demand for competent and reliable office help. From every kind of business, and from every city, village and hamlet, comes the insistent call for young men and women who can render the intelligent service so much needed in modern commercial life. From all over the land comes the cry: "Give us trained office workers; we have plenty of every other kind." This is a remarkable age. Commercial life is the very backbone of our national existence. Business interests dominate the world, and all else is subservient. We are sending business men to our state and national legislatures to make laws for us. A professional man, to be successful, must have a working knowledge of business. The same is true of the theologian, the explorer, the teacher, the politician, the artisan, the farmer. On every hand is displayed the sign—"Competent Office Help Wanted," and there is only one qualified for every hundred needed. Shall we assist you to meet this demand? We can do it. No matter what plans you have made for your life's work, we can give you the business training you are sure to need for a successful career.

INCREASE YOUR EARNING CAPACITY

You can largely increase your earning capacity by obtaining a commercial education. If you are now earning a dollar, you can just as easily earn two with the same effort. If you are earning nothing—producing nothing—you are missing the satisfaction and happiness which attends a well directed business life. Get in line with other young Americans, and make an effort to accomplish something. The business world is eager to utilize the youthful enthusiasm and undaunted energy of the young men and women of the land. The world is willing to pay for the services of trained minds. The demand of this energetic age is not for the Greek and Latin scholar, nor for the man who can read the stars, nor for the society snob. Neither is there a place for the uneducated, the wilfully ignorant, the persistently lazy, nor the man who does not wish to grow or expand. If you are to be a top-notcher in the business world, if you wish to deserve honor and accumulate riches, you must qualify. You must learn the things pertaining to modern business, if you would be successful in business these hustling times. Being human, you love honor and ease, and comfort, and money. Let us tell you how to obtain all these things. If you are not ambitious to get along in the world, it won't pay you to investigate our proposition. If you wish to get to the very forefront and are anxious to fit yourself for life's strenuous duties, you cannot afford to ignore this appeal to everything that is best within you.

TO PARENTS

Parents who desire their sons and daughters to enter a reliable business training school, are earnestly advised to communicate with us. In this school you have the assurance that the moral as well as the intellectual welfare of your children will be carefully looked after by the Faculty of the University, and that no effort will be spared to equip them for future usefulness.

WILL IT PAY?

The fact that few positions of trust and responsibility are held by uneducated persons is evidence that an education is very valuable, and that it is a necessary requisite for every one who wishes to enjoy the confidence of his fellows, or attain to any responsible position in life.

A business training is a practical kind of education; it satisfies the urgent requirements of the great mass of young people of our country by insuring to them a safe means of support, and by paving the way to high and noble fields of usefulness. Teachers of commercial branches are in great demand. The School Board of Cleveland, O., has organized a commercial department in the public schools of the city. Harvard College has instituted a commercial department.

In view of another fact, that we are now living in a commercial age, when the essential requirement of the hour for the farmer the mechanic, the laborer, and men of all professions, is a knowledge of business, we believe that no young person can afford to be without a business education, especially as it involves so limited expense to secure it. We at once conclude that it certainly DOES PAY.

DUE CONSIDERATION

This circular is designed to give an outline of the various courses, and the several branches taught in each, in the School of Business of the University. If the reader, after reading and weighing the facts herein presented, is interested in the subject of a business education, we ask you to further investigate the honesty of our claims. We desire to prove to you that we are deserving of your patronage. Write us for a beautifully illustrated catalogue of the School of Business, which will give you additional information. Also please write for any further particulars not mentioned in this circular or catalogue. Our school is open during the entire year, and we are always ready to cheerfully give any information.

SESSIONS FOR 1909-1910

The Fall Session will open on Wednesday, Sept. 22, 1909.

The Winter Session on Wednesday, Jan. 5, 1910.

The Spring Session on Wednesday, March 30, 1910.

Address all Communications to the Principal.

L. L. Hudson. M. A.

Delaware, Ohio.

SEND FOR AN ILLUSTRATED CATALOGUE

Ohio Wesleyan University
School of Business
Delaware Ohio.

3wZ b
1911/12

Vol. X. May 1, 1911. No. 3.

Ohio Wesleyan University

BULLETIN

SCHOOL OF BUSINESS NUMBER

1842

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DESCRIPTIVE CIRCULAR

OHIO WESLEYAN UNIVERSITY

SCHOOL OF BUSINESS

COMMERCIAL DEPARTMENT OF THE OHIO
WESLEYAN UNIVERSITY, DELAWARE, OHIO

"IF YOU'D HEAR SOME GOOD NEWS TOLD,
CAREFULLY THIS SHEET UNFOLD"

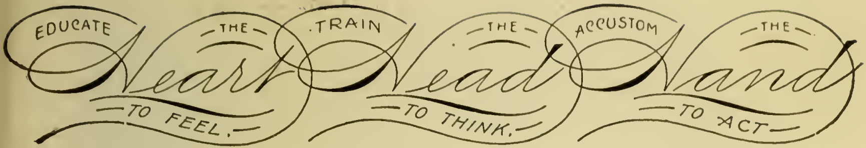
BULLETIN

ISSUED BI-MONTHLY

PUBLISHED BY THE UNIVERSITY, DELAWARE, OHIO

1911

ELLIOTT HALL. THE QUARTERS OF THE SCHOOL OF BUSINESS OCCUPY TWO ENTIRE STORIES OF THIS BUILDING.


Educate the Heart to feel.
Train the Head to think.
Accustom the Hand to act

Choice of a School

Too often the final decision in the choice of a school is influenced by patriotism of some enthusiast or some college friend who wants to secure as many new students as possible for the school which has given him his training. And again, quite often, by the reputation of athletic teams or by convenience, nearness to home. All these must be considered, but you cannot afford to base your decision on them alone. Nearness to home is, as a matter of course, convenient, but if there is ever a better time in the life of young men and women for new friendships, it is during their school years.

Cheapness is an essential factor in the school problems with a large percentage of our young people, but the difference between the lowest and the highest prices in our schools and colleges is slight. Board and room are, however, factors which many chiefly consider. THE OHIO WESLEYAN SCHOOL OF BUSINESS is located in a "college town," living expense is brought down to the lowest possible figures. The price for rooms has advanced but little during the past few years. Board has been slightly advanced, good substantial food at club rates may be obtained at prices ranging from $2.50 to $3.50 per week.

Many students borrow funds necessary to carry them through the course, afterward repaying the loan readily through the income of the position obtained after completing their course.

COMPARING THE COST OF VARIOUS COLLEGES.

In estimating colleges, remember that the lowest priced education, like low-priced land, is never the best, and is seldom the cheapest. The chief expense in an education is the cost of your living and the value of your time. Can you afford to spend the priceless years of youth in an institution offering you few advantages, for the sake of saving fifteen or twenty-five dollars a year of expense? The Ohio Wesleyan University has a plant consisting of buildings, grounds, libraries, laboratories, etc., costing over $950,000, for the use of students; and an endowment of over $1,000,000, whose income is used in paying teachers for the instruction of our young people. In a word, the University received last year in all fees from students $78,658.00, and she spent in current expenses for the good of all, $135,876.00. Thus she spent substantially two times as much for her students as she received from them, in addition to furnishing a plant worth $950,000 for their use.

TRAINING FOR BUSINESS.

Have you ever thought of business as your prospective calling? Let us urge that you reasonably consider the necessity of a "BUSINESS COURSE." All of our Schools of Engineering, Law, Medicine, and Arts are doing for those vocations what the modern School of Business is now undertaking for the great sphere of business. Do not make the fatal mistake of going into business because you cannot get along in anything else, but train yourself as you would for any other field of human activity.

Devote to your studies all the care and enthusiasm that you would give to a profession, so that when you enter upon your career you may have a trained mind and a developed personality. It is in response to these ideals of college education that the School of Business of the Ohio Wesleyan University and other departments in our institution have been founded. The aim is to give young people all those educational standards which are included under the term culture, and above all to lay special emphasis on that which is most helpful and practical in the modern business life, so that the finished product in the form of a graduate may be a well- rounded, efficient man or woman.

COURSES OF STUDY.

Our courses of study are complete, efficient and practical. All of them have been tested, and improved upon from year to year until they have been brought down to a high degree of perfection.

In order that a better idea may be obtained as to the completeness of the courses, we append the following courses and a list of studies in each:

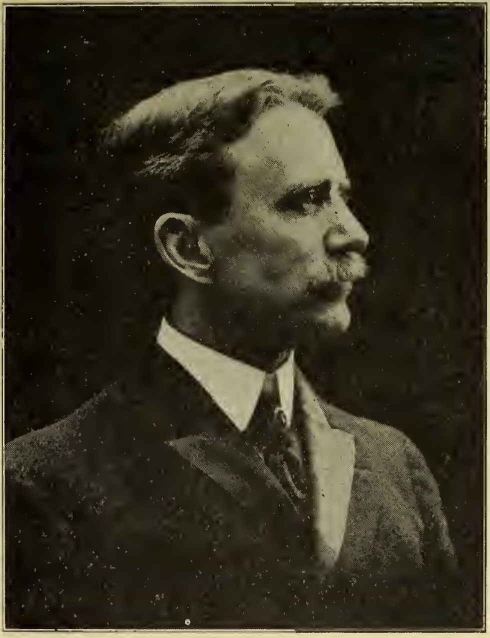
I. BUSINESS COURSE.

Theoretical.

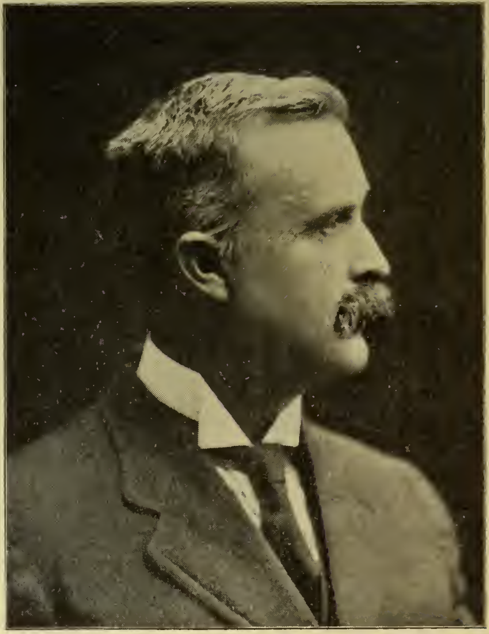
Bookkeeping, single and double entry, Business Penmanship, Business and Legal Forms, General Correspondence, Commercial Law, Commercial Arithmetic, Rapid Calculations.

Practical.

Actual Business Practice and Office Work, Wholesaling, Retailing, Business Papers, Commission, Joint Stock Companies, Manufacturing, Banking, Spelling.



HERBERT WELCH, D. D., LL. D.
PRESIDENT OF OHIO WESLEYAN UNIVERSITY.



L. L. HUDSON, M. A.
PRINCIPAL O. W. U. SCHOOL OF BUSINESS

II. SHORTHAND AND TYPEWRITING COURSE.

The Eclectic System of Shorthand, Typewriting on Smith Premier and Remington machines, Mimeograph Practice, Touch System of Typewriting, Office Training, Business Correspondence, Dictation, Spelling, Office Practice.

III. ADVERTISING COURSE.

A complete course in Theoretical and Practical Advertising, embracing Newspaper, Magazine, Catalogue, Circular Letter and all modern forms of Advertising.

IV. ENGLISH COURSE.

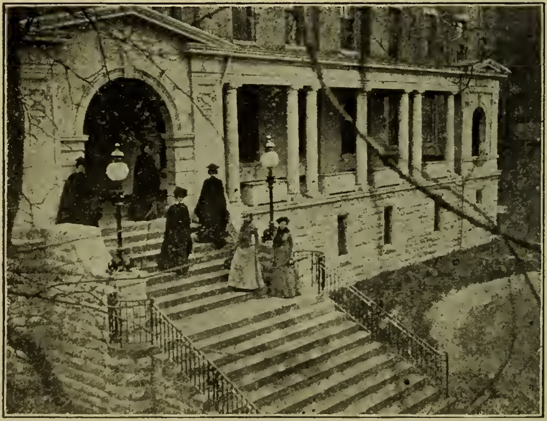
Grammar, Arithmetic, Rhetoric, Composition, History, English, Literature, Algebra, Geometry.

V. COMMERCIAL GEOGRAPHY.

Redway's Text, with General History of Commerce, by Webster, as reference work. (Omitted, 1911-'12).

Consult Tuition Rates for the above Courses on Pages 12 *and* 13

....Send for an Illustrated Catalogue of the School of Business, giving full information...It is free for the asking.



ENTRANCE PORCH, MONNETT HALL.

DEPARTMENT OF Bookkeeping

It has been our special desire to adopt and develop the best system of actual business education. Learners beginning the study of the old systems of accounts soon become weary of studying sets from textbooks. The statistics of the so-called leading business colleges show that only one out of ten who enter such institutions completes the course. We teach the theory of accounts exclusively from illustrations on blackboards, and give business experience from the beginning. By this system the labor of learning decreases, and the time for completing the course is shortened fully one-half.

The course of instruction is systematically graded, commencing with the most simple transactions known to business. Thoroughness and proficiency are the goals at which we aim.

Clear definitions, practical illustrations, and modern methods are the central ideas upon which the course is based. The student is immediately started to journalizing by double entry. The sets are taught and studied in their entirety, as transactions of a brief business, so that a connected view may be obtained in the opening of books, the journalizing, posting and closing of accounts.

After being thoroughly drilled in the theoretical principles, pupils are then placed in business for themselves, and make their transactions with each other in the buying and selling of merchandise and the exchanging of values—prices of the same being changed daily. All kinds of business are represented (by a complete set of books conducted and properly closed with a statement of results), consisting of modern enterprises of all sorts, such as lumber and coal business, retail grocery, farming implements, commission business, corporation set, banking, insurance business, etc., etc. The students are regularly graded and promoted according to their attainments. Each pupil is required to pass a satisfactory examination at stated periods of the course.

COMMERCIAL LAW.

The study of Commercial Law has always been considered a very important branch in business training.

We regard Commercial Law as one of the most important and practical studies of a business course, and if it is pursued with thoroughness and fidelity in connection with other business studies, a pupil is equipped for the needs of every-day business life; he is also fitted to know his own rights, and rendered capable of avoiding injurious mistakes. It is difficult to find a more valuable study for an individual who is qualifying himself for the correct transaction of business.

We have adopted a very excellent text-book and all "Business Course;" pupils pursue the study under theguidance and criticisms of a good instructor. The Hon. H. W. Crist, M. A., one of the leading attorneys of the Delaware County Bar, and Representative of Delaware county in the Ohio State Legislature, is the instructor of this practical branch of a business education. His thorough knowledge of law and his successful experience as an instructor need no commendation.

The main subjects pursued in the course of Commercial Law are Negotiable Paper, Agency, Guaranty, Warranty, Sales, Lien, Partnership, Insurance, Contracts, etc., etc. These are a few of the essential topics for every business man to know.

COMMERCIAL ARITHMETIC.

Calculation may be said to be the mainspring of business, and while the proper exercise of it leads to success, the want of it invariably leads to failure. There is no branch of learning which affords better discipline in the development of good reasoning power than mathematics.

Every occupation of life requires the knowledge of figures. Especially is this true with business men with whom correctness and rapidity are wholly indispensable.

All students in Arithmetic, in order that they may attain the highest excellence, have their work so arranged that every one receives thorough instruction in rapid calculation. Pupils are given, from time to time, the most thorough methods of rapid calculation pertaining to business transactions, such as Banking, Percentage, Trade Discount, Interest and Averaging Accounts. The course includes thorough drills in Stocks, Bonds, Exchange, Loss and Gain, Partial Payments, Equation of Payments, and all branches which may be of use in any business office.

Department of

Shorthand and Typewriting.

The System We Teach and How We Teach It.

THE SYSTEM.

After years of experience in business college work, we would be foolish indeed to teach anything but the best system of Shorthand, one that will give students a practical working knowledge of the art in the shortest possible time, and that is also capable of the very highest speed. If a shorthand system is hard to read or to write, it of course requires a longer time to learn it, and if it is either so difficult or so long that it cannot be written rapidly, it does not fulfill the requirements of the BEST system, which must be EASY TO LEARN, and CAPABLE OF BEING WRITTEN AT THE MOST RAPID RATE OF SPEED.

All of the "old style" systems (Pitmanic) are hard to learn. Not even their own writers deny this. ECLECTIC SHORTHAND is the ONLY easy system that can be written rapidly. There may be others as easily learned, but their characters are so unnatural and their outlines so long that it is impossible to do difficult work with them.

ECLECTIC SHORTHAND.

Plainest. More of the sounds of a word are expressed than in any other system.

Easiest. There are no word signs or exceptions to rules and sounds are expressed in their natural order.

Fastest. The strokes are natural and light, and based on the longhand alphabet. No perpendicular or backward strokes in the alphabet.

Engraved illustrations appear in the first lessons of the course, giving the student the benefit of perfect forms at the time he most needs them—in the beginning. The student's work is correct, because he has correct illustrations—the kind that enable him to see the differences that would not otherwise be apparent. In the latter part of the course the illustrations are photographic reproductions of notes written at a rapid rate of speed. In this way we combine both the theoretical and the practical in the most perfect way, and every student obtains a working knowledge of Shorthand not possible with any other system.

Touch Typewriting

Typewriting is very rapidly increasing in popularity, and successful shorthand writers must be expert operators on the typewriter. In fact, it is very desirable that every young person who expects to do office work should have a practical knowledge of typewriting, and be enabled to successfully operate any of the leading machines. A large majority of business offices are introducing typewriters, and are combining the two arts of Shorthand and Typewriting in one position. Many of our pupils take a complete course in Typewriting in connection with the Business Course, (Course I.)

Students in the Shorthand Department are given ample opportunity to become good writers on two of the leading machines now in use. A few students make a specialty of typewriting alone, while all shorthand pupils receive such instruction and practice as will enable them to become expert writers. Special attention is given to Touch Writing by a special system.

DEPARTMENT OF
Penmanship

In order that commercial students may be thoroughly qualified for a successful business career, they should command the ability to write a plain, rapid, legible hand. This part of a business course is an accomplishment attained only by a small percentage of business college graduates, notwithstanding the fact that it is one of the most valuable accomplishments in any vocation in life.

The School of Business places the highest estimate upon its course of business penmanship, and has provided such instruction as will give as complete a course in business penmanship as is offered in schools which make a specialty of this branch.

BUSINESS PENMANSHIP.

All penmanship pupils are taught to write a plain hand; afterwards, if it is desired, they begin the ornamental course. In the Business Penmanship Course, we avoid all the superfluous lines commonly called flourishes, and demand from every pupil a style which possesses individuality, neatness and legibility. These attainmetns are acquired by giving special attention to position, form and movement.

Each full course pupil is required to spend at least one hour each day in the study and practice of penmanship, in the regular penmanship classes. He is requested to devote as much time as possible to private practice at odd hours of the day. A legible, rapid business hand always possesses a commercial value of its own; therefore we place upon business writing the stamp of importance which it requires.

Young men applying for a position are often enabled to secure lucrative places by reason of their plain business writing. An applicant with this attainment invariable receives the preference even when he appears to be unequal to other competitors, in many ways. Writing is usually accepted as an index to educational attainments. All young persons, and anyone with this attainment demands marked attention, and an impression is given which has an important bearing in the final selection of a clerk, secrtary, bookkeeper, or office assistant.

ENGLISH COURSE.

Many applicants for enrollment in business colleges are found deficient in English branches. All pupils found wanting in this respect are advised to take one or more English studies, in connection with the courses selected in the School of Business.

Regular pupils in the School of Business, or other Departments of the University, who desire to take one or more studies in the Academic Department, have the privilege of taking such studies by the payment of the following fees: the price per semester hour is $2.00, that is if a branch should be taken which is offered three hours per week; the cost of this branch for a semester to a student in the School of Business would be $6.00. If a branch should be given five hours per week, the cost for a semester would be $10.00.

A number of our pupils last year took work in other Departments of the University, in addition to the work pursued in the School of Business. THIS IS ONE GREAT ADVANTAGE WHICH WE OFFER ABOVE ORDINARY BUSINESS COLLEGES IN CITIES.

COURSES AND TUITION RATES.

(PAYABLE IN ADVANCE.)

I BUSINESS COURSE.

The Business Course embraces Bookkeeping (Single and Double Entry), Banking, Business Practice, Business Penmanship, Commercial Law, and Commercial Arithmetic.

Tuition for nine months' scholarship, (2 semesters) $35 00

SINGLE STUDIES IN BUSINESS COURSE.

Bookkeeping, one college semester, with privilege of daily lesson in Penmanship	20 00
Bookkeeping (complete) with one daily lesson in Business Penmanship	30 00
Business Penmanship, one college semester, five hours per week..	6 00
Business Penmanship, one college semester, ten hours per week..	10 00
Business Penmanship, complete, one college year (2 semesters)..	15 00
Commercial Law, one college semester	5 00
Commercial Arithmetic, one college semester	4 00
Bookkeeping or Banking, per week	2 50
Business Penmanship, (1 daily lesson) per week	1 00
Commercial Law (3 lessons) per week	1 00
Commercial Arithmetic (2 lessons) per week	1 00

II SHORTHAND AND TYPEWRITING COURSE.

This Course embraces Shorthand (Eclectic), Correspondence, Dictation and Typewriting, and Touch System of Typewriting, including use of machine and mimeograph practice.

Tuition for a nine months' scholarship (2 semesters)...........$30 00

SINGLE STUDIES IN SHORTHAND AND TYPEWRITING.

Shorthand, one college semester	$15 00
Shorthand, next succeeding college semester	12 00
Shorthand per week (daily lesson)	2 00
Typewriting and Correspondence, complete course	12 00
Typewriting and Correspondence, one college semester	8 00
Typewriting and Correspondence, next succeeding semester	6 00
Typewriting and Correspondence (daily lesson) per week	2 00

III ADVERTISING COURSE.

This course embraces a full and complete drill in the theory and practice of advertising.

Tuition for complete course scholarship	$12 00

IV ENGLISH COURSE.

Each branch, per semester hour	$ 2 00

V COMMERCIAL GEOGRAPHY COURSE.

Tuition for complete course scholarship	$ 5 00

COMBINED COURSES.

Courses I and II (when taken at the same time) 2 semesters	$50 00
Course I, including a complete course in Typewriting, 2 semesters	45 00
Courses I, II and V (taken at the same time) 2 semesters	55 00
Courses II and III (taken at the same time) 2 semesters	40 00
Courses II, III and V (taken at the same time) 2 semesters	45 00
Courses I and III (taken at the same time) 2 semesters	45 00
Courses I, III and V (taken at the same time) 2 semesters	50 00
Courses I, II, and III (taken at the same time) 2 semesters	60 00
Courses I, II, III and V (taken at the same time) 2 semesters	63 00

Either one, all, or any combination of the above Courses may be taken by a pupil. The majority of pupils enroll for Courses I and II, of the combined courses. We consider this combination a complete "Business" Course.

SPECIAL WORK.

Business (Plain) Penmanship, thirty lessons	$3 00
Typewriting one month (hour daily lesson)	5 00
English Branches, each, per term hour	2 00

The tuition is the only expense attached to the Department in addition to books and supplies, which are furnished at reasonable rates, at the Department office.

No matriculation, incidental or College Scholarship fee is charged pupils taking the Commercial Course only.

ADDITIONAL EXPENSE TO SCHOOL OF BUSINESS STUDENTS.

MALE STUDENTS.

Gymnasium fee, per semester	$1 50
Enrollment and Hospital Fee, per semester	2 00
Total	$3 50

FEMALE STUDENTS.

Enrollment and Hospital Fee	$2 00

SEND FOR AN ILLUSTRATED CATALOGUE OF THE SCHOOL OF BUSINESS.

WHAT IS THE COST

at the

Ohio Wesleyan University School of Business?

BOARD AND ROOM RENT. The price for table board in clubs or private families ranges from $2.50 to $3.50 per week. The majority of the young men board in clubs at from $2.50 to $3.00 per week. Some students board themselves at prices ranging from $1.50 to $2.00 per week. The price of a room for two persons varies from 60 cents to $1.25 per week each; for one person, from 75 cents to $1.75; the higher figures for room rent in each case include heat and light.

The cost of books and supplies varies from $13.00 to $17.00; of concerts, lectures &c., from $3.00 to $6.00; of dues to literary societies, class organizations, and of subscriptions to Christian Associations, athletics, the church and missions, etc., from $2.00 to $8.00 per year. The cost of books and supplies is the only required expense listed in this paragraph.

GYMNASIUM AND MILITARY.

The gymnasium fee is $1.50 per semester. There is no fee for military instruction, but students on entering this Department are required to procure a military suit. These suits can be bought in Delaware at from $12.00 to $16.00. The low price is due to the fact that the young men secure a wholesale rate. The suits are very neat, and many of the students wear them to all their classes.

TOTAL COST OF COURSE I, AND COURSES I AND II.

Tabulating the various items, and not including traveling expenses, or clothing, we have the following estimate of necessary expenses for Course I, and for Courses I and II. The average time for completing Course I is twenty-three weeks, and the average time for completing Courses I and II is thirty-two weeks.

	Course I	Courses I and II
Scholarship, (2 semesters)	$35 00	$50 00
Board, at $2.50 per week	57 50	80 00
Room rent, fuel and light at $1.25 per week	28 75	40 00
Laundry	6 00	8 00
Books, Stationery and Supplies	13 00	17 00
Concerts, Lectures, etc. (optional)	3 00	3 00
Special fees, including gymnasium fee for men	3 50	3 50
	$146 75	$201 50

By consulting the foregoing figures, you will notice that board is estimated at $2.50 per week, and room rent at 75c. per week. Cheaper board and room may be secured. Several young men during the past college year spent, on an average, only $97.00 in six months for Courses I and II. There are other young men in the University, as there have been ever since the founding of the college, who, by strict economy and self-denial, are bringing their expenses under $150.00 for the entire college year. On the other hand, there are a few young men who, by living generously, and going into society, are spending at least $400.00 per year in what they, and perhaps their parents, regard as legitimate expenses.

WAYS OF EARNING MONEY.—The ways of earning money in a college town are as numerous and varied as the wit of young people can devise. Many, who depend upon their own efforts for an education, earn their funds largely during vacations, or by dropping out of college for a year or two of teaching or of business, before the completion of their courses. The occupations for earning money during the term include casual work of every kind, such as waiting upon tables at clubs and boarding houses, caring for lawns, houses, stables, walks, furnaces, etc., washing windows, beating carpets, doing janitor work, bell-ringing, pumping pipe organs, carpentry work, serving as agents for laundries, canvassing for books, novelties and other articles, soliciting insurance, orders for clothing, etc., clerking, collecting, typewriting, stenography and bookkeeping, printing, book-binding, photography, organizing clubs for table board, corresponding for newspapers, coaching and tutoring.

LOANS. Loans from the Board of Education of the Methodist Episcopal Church, sufficient to cover Scholarship, may be secured by needy students upon the recommendation of the official board of the church to which he belongs, and the Faculty of the University.

EXPENSES FOR YOUNG WOMEN.

A statement of estimated expenses for young women will be sent on application, by addressing Professor C. B. Austin, D. D., Dean of Monnett Hall, Delaware, Ohio.

Ladies desiring to take a Commercial Course, making application for accommodations at Monnett Hall after all rooms are engaged, will be furnished rooms at private residences.

TO PARENTS.

Parents who desire their sons and daughters to enter a reliable business training school are earnestly advised to communicate with us. In this school you have the assurance that the moral as well as the intellectual welfare of your children will be carefully looked after by the Faculty of the University, and that no effort will be spared to equip them for future usefulness.

WILL IT PAY?

The fact that few positions of trust and responsibility are held by uneducated persons is evidence that an education is very valuable, and that it is a necessary requisite for every one who wishes to enjoy the confidence of his fellows, or attain to any responsible position in life.

A business training is a practical kind of education; it satisfies the urgent requirements of the great mass of young people of our country by insuring to them a safe means of support, and by paving the way to high and noble fields of usefulness.

In view of another fact, that we are now living in a commercial age, when the essential requirement of the hour for the farmer, the mechanic, the laborer, and men of all professions, is a knowledge of business, we believe that no young person can afford to be without a business education, especially as it involves so limited expense to secure it. We at once conclude that it certainly DOES pay.

DUE CONSIDERATION.

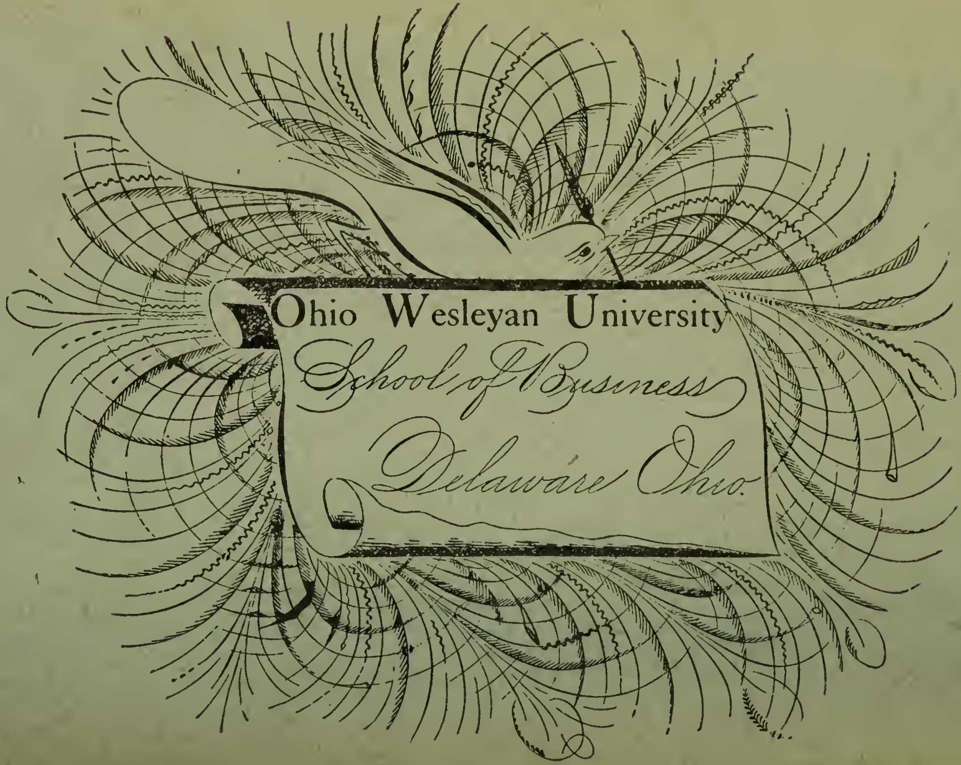
This circular is designed to give an outline of the various courses, and the several branches taught in each, in the School of Business of the University. If the reader is interested in the subject of a business education, we ask you to further investigate the honesty of our claims. Write us for an Illustrated Catalogue of the School of Business, which will give you additional information. Also please write for any further particulars not mentioned in this circular or catalogue.

SESSIONS FOR 1911-1912.

September 20	*Wednesday*, 9 a. m., First Semester begins.
November 30.	*Thursday*. Thanksgiving Day.
December 20.	*Wednesday*. 12 m., Christmas Recess begins.
	Winter Vacation.
January 3.	*Wednesday*. 12 m., Christmas Recess ends.
February 2.	*Friday*, 4 p. m. First Semester ends.
February 6.	*Tuesday*, 8 a. m. Second Semester begins.
June 13.	*Wednesday*. Commencement.

Address all Communications to the Principal.

L. L. Hudson M. A., Principal,
Delaware, Ohio.


Ohio Wesleyan University
School of Business
Delaware Ohio.

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